19. Vendor Reports (Cost Containment)

The Vendor Management system generates printed reports to assist the Vendor unit of the State office in the managing of the Vendor information. The Vendor reports allow the user to aggregate Vendor information for analysis and distribution.

19.1 Select Vendor Report

The Generate Reports of the Vendor Management system allows the user to select which Vendor report to generate. The Generate Reports dialog is displayed in response to the following user actions:

- Selection of the Report menu item from the File menu on the Vendor List dialog as described in Chapter 2 – Vender List and Vendor Search.
- Selection of the Report button on the system toolbar on the Vendor List dialog as described in Chapter 2 – Vender List and Vendor Search.
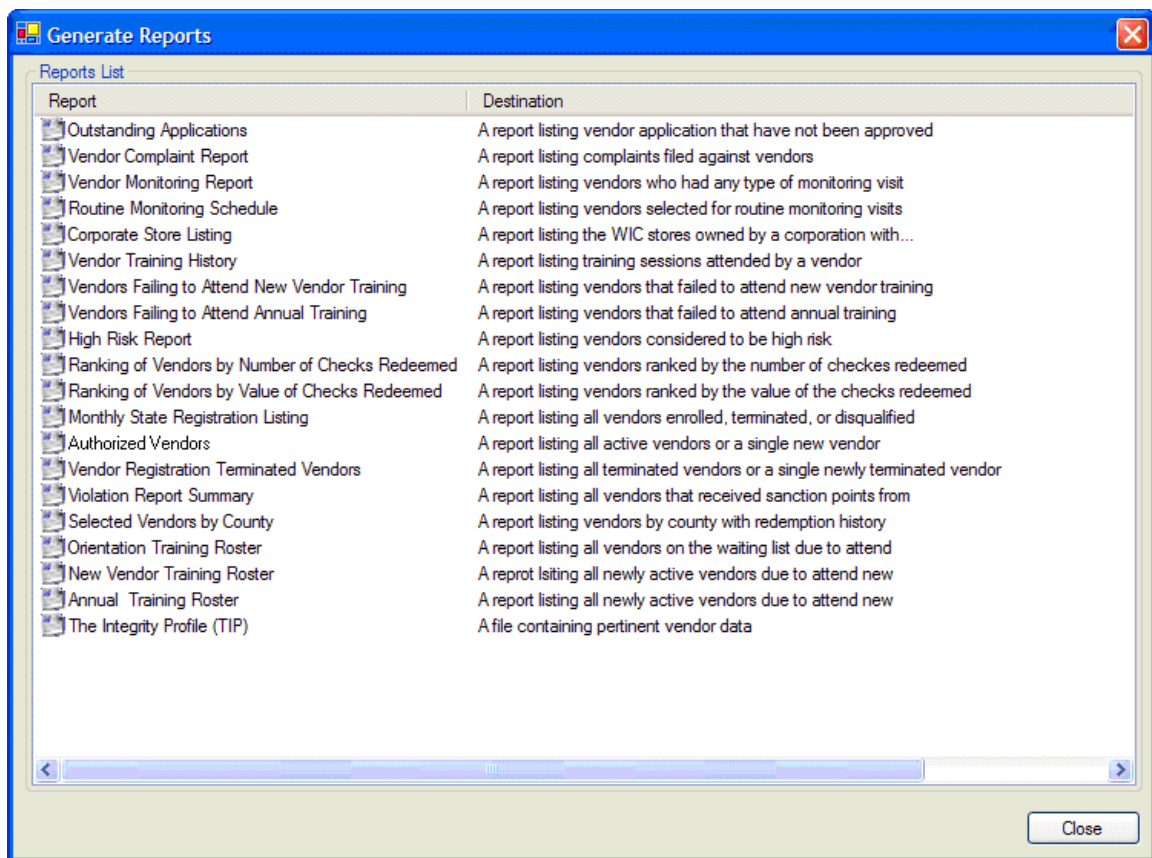

Figure 1 –Generate Reports Dialog

19.1.1 Controls

This section describes the behavior of the controls on the Generate Reports dialog.

19.1.1.1 Reports Display List

This control allows the user to view the list of available reports. The display list will be enabled when the Generate Reports dialog is active. It will be filled with entries for all available reports. Each entry displays as a small icon and a text label that displays to the right of the icon in the Report column. Additional information is provided for each entry in the Description column. The entries are arranged vertically, each on its own line with information arranged in columns.

19.1.1.2 Outstanding Applications List Item

This list item allows the user to instruct the system to generate the Outstanding Applications Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.3 Vendor Complaint Report List Item

This list item allows the user to instruct the system to generate the Vendor Complaint Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.4 Vendor Monitoring Report List Item

This list item allows the user to instruct the system to generate the Vendor Monitoring Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.5 Routine Monitoring Schedule List Item

This list item allows the user to instruct the system to generate the Routine Monitoring Schedule Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.6 Corporate Store Listing List Item

This list item allows the user to instruct the system to generate the Corporate Store Listing. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.7 Vendor Training History List Item

This list item allows the user to instruct the system to generate the Vendor Training History Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.8 High Risk Report List Item

This list item allows the user to instruct the system to generate the High Risk Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.9 Ranking of Vendors by Number of Checks Redeemed List Item

This list item allows the user to instruct the system to generate the Ranking of Vendors by Number of Checks Redeemed Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.10 Ranking of Vendors by Value of Checks Redeemed List Item

This list item allows the user to instruct the system to generate the Ranking of Vendors by Value of Checks Redeemed Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.11 Monthly State Registration Listing List Item

This list item allows the user to instruct the system to generate the Monthly State Registration Listing. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.12 Authorized Vendors List Item

This list item allows the user to instruct the system to generate the Authorized Vendors Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.13 Vendor Registration Terminated Vendors List Item

This list item allows the user to instruct the system to generate the Vendor Registration Terminated Vendors Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.14 Violation Report Summary List Item

This list item allows the user to instruct the system to generate the Violation Report Summary. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.15 Selected Vendors by County List Item

This list item allows the user to instruct the system to generate the Selected Vendors by County Report. Note: The applicable label will be displayed according to your state requirements. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.16 Annual Training Roster List Item

This list item allows the user to instruct the system to generate the Annual Training Roster Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.17 The Integrity Profile (TIP) List Item

This list item allows the user to instruct the system to generate The Integrity Profile (TIP) Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.18 Action Date Due Report List Item

This list item allows the user to instruct the system to generate the Action Date Due Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.19 Vendor Summary by Peer Group List Item

This list item allows the user to instruct the system to generate the Vendor Summary by Peer Group Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.20 Vendor Summary by Vendor List Item

This list item allows the user to instruct the system to generate the Vendor Summary by Vendor Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.21 Vendors with No Activity Report List Item

This list item allows the user to instruct the system to generate the Vendors with No Activity Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.22 Food Instruments Redeemed within $5.00 of the Maximum Allowed Report List Item

This list item allows the user to instruct the system to generate the Food Instruments Redeemed within $5.00 of the Maximum Allowed Report List Item Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.23 Food Instrument Redeemed within 85% of the Maximum Allowed Report List Item

This list item allows the user to instruct the system to generate the Food Instruments Redeemed within 85% of the Maximum Allowed Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.24 Vendors with 15 or More Sanction Points Report List Item

This list item allows the user to instruct the system to generate the Vendors with 15 or More Sanction Points Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.25 Vendors with No On-site Visits Last 18 Months Report List Item

This list item allows the user to instruct the system to generate the Vendors with No On-site Visits Last 18 Months Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.26 Vendors with No Redemptions in Last 90 Days Report List Item

This list item allows the user to instruct the system to generate the Vendors with No Redemptions in Last 90 Days Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.27 Overcharges Report List Item

This list item allows the user to instruct the system to generate the Overcharges Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.28 Vendor Listing – Alphabetic by Vendor Name Report List Item

This list item allows the user to instruct the system to generate the Vendor Listing – Alphabetic by Vendor Name Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.29 Vendor Listing – Numeric by Vendor ID Report List Item

This list item allows the user to instruct the system to generate the Vendor Listing – Numeric by Vendor ID Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.30 Random Food Instrument Sample Report List Item

This list item allows the user to instruct the system to generate the Random Food Instrument Sample Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.31 Vendor Error Analysis Report List Item

This list item allows the user to instruct the system to generate the Vendor Error Analysis Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.32 Vendors Whose Food Average Package Cost is More Than 10% Above Peer Group Average Report List Item

This list item allows the user to instruct the system to generate the Vendors Whose Food Average Package Cost is More Than 10% Above Peer Group Average Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.33 Percent of Increase in Food Instruments Over Previous Month's Redemptions Report List Item

This list item allows the user to instruct the system to generate the Percent of Increase in Food Instruments over Previous Month's Redemptions Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.34 Vendor Activity Summary Report List Item

This list item allows the user to instruct the system to generate the Vendor Activity Summary Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.35 High Cost Vendor Summary by Food Instrument Type Report List Item

This list item allows the user to instruct the system to generate the High Cost Vendor Summary by Food Instrument Type Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.36 High Cost Vendor Summary by Vendor Report List Item

This list item allows the user to instruct the system to generate the High Cost Vendor Summary by Vendor Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.37 High Cost Food Instruments Report List Item

This list item allows the user to instruct the system to generate the High Cost Food Instruments Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.38 Low Variance Vendor Summary Report List Item

This list item allows the user to instruct the system to generate the Low Variance Vendor Summary Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.39 Large Number of FI Redeemed Outside of Area Report List Item

This list item allows the user to instruct the system to generate the Large Number of FI Redeemed Outside of Area Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.40 Pre Payment Edit Cost Savings Report List Item

This list item allows the user to instruct the system to generate the Pre Payment Edit Cost Savings Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.41 Redemption Change Report List Item

This list item allows the user to instruct the system to generate the Redemption Change Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.42 Small Volume Vendors Report List Item

This list item allows the user to instruct the system to generate the Small Volume Vendors Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.43 Food Distribution Items – Average and Maximum Prices Report List Item

This list item allows the user to instruct the system to generate the Food Distribution Items – Average and Maximum Prices Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.44 Vendors without Monitoring Visits Report List Item

This list item allows the user to instruct the system to generate the Vendors without Monitoring Visits Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.45 Vendors with Pending Price Lists Report List Item

This list item allows the user to instruct the system to generate the Vendors with Pending Price Lists Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.46 Average Actual Price Comparison Report List Item

This list item allows the user to instruct the system to generate the Average Actual Price Comparison Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.47 Vendor to Participation Ratio Report List Item

This list item allows the user to instruct the system to generate the Vendors without Monitoring Visits Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.48 Maximum Reimbursement Amounts Spreadsheet List Item

This list item allows the user to instruct the system to generate the Maximum Reimbursement Amounts Spreadsheet. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.49 WIC Vendor Cost Containment Certification Spreadsheet List Item

This list item allows the user to instruct the system to generate the WIC Vendor Cost Containment Certification Spreadsheet. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.50 Establish Vendor Peer Groups Report List Item

This list item allows the user to instruct the system to generate the Establish Vendor Peer Groups Report. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.51 Food Sales Calculator Spreadsheet List Item

This list item allows the user to instruct the system to generate the Food Sales Calculator Spreadsheet. The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption.

19.1.1.52 Close Button

This control allows the user to exit the Generate Reports dialog. The Close button will be enabled when the Generate Reports dialog is active. Characteristics for the Close button are defined in *Consistencies*.

19.1.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Generate Reports dialog.

19.1.2.1 Outstanding Applications

Upon selection of the Outstanding Applications list item, the system will display the Generate Outstanding Applications dialog.

19.1.2.2 Vendor Complaint Report

Upon selection of the Vendor Complaint list item, the system will display the Generate Vendor Complaint Report dialog.

19.1.2.3 Vendor Monitoring Report

Upon selection of the Vendor Monitoring list item, the system will display the Generate Vendor Monitoring Report dialog.

19.1.2.4 Routine Monitoring Schedule Report

Upon selection of the Routine Monitoring Schedule list item, the system will display the Generate Routine Monitoring Schedule Report dialog.

19.1.2.5 Corporate Store Listing

Upon selection of the Corporate Store list item, the system will display the Generate Corporate Store Listing dialog.

19.1.2.6 Vendor Training History

Upon selection of the Vendor Training History list item, the system will display the Generate Vendor Training History Report dialog.

19.1.2.7 High Risk Report

Upon selection of the High Risk list item, the system will display the Generate High Risk Report dialog.

19.1.2.8 Ranking of Vendors by Number of Checks Redeemed Report

Upon selection of the Ranking of Vendors by Number of Checks Redeemed list item, the system will display the Generate Ranking of Vendors by Number of Checks Redeemed Report dialog.

19.1.2.9 Ranking of Vendors by Value of Checks Redeemed Report

Upon selection of the Ranking of Vendors by Value of Checks Redeemed list item, the system will display the Generate Ranking of Vendors by Value of Checks Redeemed Report dialog.

19.1.2.10 Monthly State Registration Listing

Upon selection of the Monthly State Registration list item, the system will display the Generate Monthly State Registration Report dialog.

19.1.2.11 Authorized Vendors

Upon selection of the Authorized Vendors list item, the system will display the Generate Authorized Vendors Report dialog.

19.1.2.12 Vendor Registration Terminated Vendors

Upon selection of the Vendor Registration Terminated Vendors list item, the system will display the Generate Vendor Registration Terminated Vendors Report dialog.

19.1.2.13 Violation Report Summary

Upon selection of the Violation Report Summary list item, the system will display the Generate Violation Report Summary dialog.

19.1.2.14 Selected Vendors by County Report

Upon selection of the Selected Vendors by County list item, the system will display the Generate Selected Vendors by County Report dialog.

19.1.2.15 Annual Training Roster

Upon selection of the Annual Training Roster list item, the system will display the Generate Annual Training Roster dialog.

19.1.2.16 The Integrity Profile (TIP)

Upon selection of the Integrity Profile (TIP) list item, the system will create The Integrity Profile.

19.1.2.17 Vendor Summary by Vendor

Upon selection of the Vendor Summary by Vendor list item, the system will display the Generate Vendor Summary by Vendor dialog.

19.1.2.18 Vendor Summary by Peer Group

Upon selection of the Vendor Summary by Peer Group list item, the system will display the Generate Vendor Summary by Peer Group Report dialog.

19.1.2.19 Action Date Due

Upon selection of the Action Date Due Report list item, the system will display the Generate Action Date Due Report dialog.

19.1.2.20 Vendors with No Activity

Upon selection of the Vendors with No Activity list item, the system will display the Generate Vendors with No Activity Report dialog.

19.1.2.21 Food Instruments Redeemed within $5.00 of the Maximum Allowed Report

Upon selection of the Food Instruments Redeemed within $5.00 of the Maximum Allowed Report list item, the system will display the Generate Food Instruments Redeemed within $5.00 of the Maximum Allowed dialog.

19.1.2.22 Food Instruments Redeemed within 85% of the Maximum Allowed Report

Upon selection of the Food Instruments Redeemed within 85% of the Maximum Allowed Report list item, the system will display the Generate Food Instruments Redeemed within 85% of the Maximum Allowed Report dialog.

19.1.2.23 Vendors with 15 or More Sanction Points Report

Upon selection of the Vendors with 15 or More Sanction Points Report list item, the system will display the Generate Vendors with 15 or More Sanction Points Report dialog.

19.1.2.24 Vendors with No On-site Visits in Last 18 Months Report

Upon selection of the Vendors with No On-site Visits in Last 18 Months Report list item, the system will display the Generate Vendors with No On-site Visits in Last 18 Months Report dialog.

19.1.2.25 Vendors with No Redemptions in Last 90 Days Report

Upon selection of the Vendors with No Redemptions in Last 90 Days Report list item, the system will display the Generate Vendors with No Redemptions in Last 90 Days Report dialog.

19.1.2.26 Overcharges Report

Upon selection of the Overcharges Report list item, the system will display the Generate Overcharges Report dialog.

19.1.2.27 Vendor Listing – Alphabetic by Vendor Name Report

Upon selection of the Vendor Listing – Alphabetic by Vendor Name Report list item, the system will display the Generate Vendor Listing – Alphabetic by Vendor Name Report dialog.

19.1.2.28 Vendor Listing – Numeric by Vendor ID Report

Upon selection of the Vendor Listing – Numeric by Vendor ID Report list item, the system will display the Generate Vendor Listing – Numeric by Vendor ID Report dialog.

19.1.2.29 Random Food Instrument Sample Report

Upon selection of the Random Food Instrument Sample Report list item, the system will display the Generate Random Food Instrument Sample Report dialog.

19.1.2.30 Vendor Error Analysis Report

Upon selection of the Vendor Error Analysis Report list item, the system will display the Generate Vendor Error Analysis Report dialog.

19.1.2.31 Vendors Whose Food Average Package Cost is More Than 10% Above Average Report

Upon selection of the Vendors Whose Food Average Package Cost is More Than 10% Above Average Report list item, the system will display the Generate Vendors Whose Food Average Package Cost is More Than 10% Above Average Report dialog.

19.1.2.32 Percent of Increase in Food Instruments over Previous Month's Redemptions Report

Upon selection of the Percent of Increase in Food Instruments over Previous Month's Redemptions Report list item, the system will display the Generate Percent of Increase in Food Instruments over Previous Month's Redemptions Report dialog.

19.1.2.33 Vendor Activity Summary

Upon selection of the Vendor Activity Summary list item, the system will display the Generate Vendor Activity Summary Report dialog.

19.1.2.34 High Cost Vendor Summary by Food Instrument Type Report

Upon selection of the High Cost Vendor Summary by Food Instrument Type Report list item, the system will display the Generate High Cost Vendor Summary by Food Instrument Type Report dialog.

19.1.2.35 High Cost Vendor Summary by Vendor Report

Upon selection of the High Cost Vendor Summary by Vendor Report list item, the system will display the Generate High Cost Vendor Summary by Vendor Report dialog.

19.1.2.36 High Cost Food Instruments Report

Upon selection of the High Cost Food Instruments Report list item, the system will display the Generate High Cost Food Instruments Report dialog.

19.1.2.37 Low Variance Vendor Summary Report

Upon selection of the Low Variance Vendor Summary Report list item, the system will display the Generate Low Variance Vendor Summary Report dialog.

19.1.2.38 Large Number of FI Redeemed Outside Area Report

Upon selection of the Large Number of FI Redeemed outside Area Report list item, the system will display the Generate Large Number of FI Redeemed outside Area Report dialog.

19.1.2.39 Pre Payment Edit Cost Savings Report

Upon selection of the Pre Payment Edit Cost Savings Report list item, the system will display the Generate Pre Payment Edit Cost Savings Report dialog.

19.1.2.40 Redemption Change Report

Upon selection of the Redemption Change Report list item, the system will display the Generate Redemption Change Report dialog.

19.1.2.41 Small Volume Vendors Report

Upon selection of the Small Volume Vendors Report list item, the system will display the Generate Small Volume Vendors Report dialog.

19.1.2.42 Food Distribution Items – Average and Maximum Prices Report

Upon selection of the Food Distribution Items – Average and Maximum Prices Report list item, the system will display the Generate Food Distribution Items – Average and Maximum Prices Report dialog.

19.1.2.43 Vendors without Monitoring Visits Report

Upon selection of the Vendors without Monitoring Visits Report list item, the system will display the Generate Vendors without Monitoring Visits Report dialog.

19.1.2.44 Vendors with Pending Price Lists Report

Upon selection of the Vendors with Pending Price Lists Report list item, the system will display the Generate Vendors with Pending Price Lists Report dialog.

19.1.2.45 Average Actual Price Comparison Report

Upon selection of the Average Actual Price Comparison Report list item, the system will display the Generate Average Actual Price Comparison Report dialog.

19.1.2.46 Vendor to Participant Ratio Report

Upon selection of the Vendors to Participant Ratio Report list item, the system will display the Generate Vendor to Participant Ratio Report dialog.

19.1.2.47 Maximum Reimbursement Amounts Spreadsheet List Item

Upon selection of the Maximum Reimbursement Amounts Spreadsheet list item, the system will display the Generate Maximum Reimbursement Amounts Spreadsheet dialog.

19.1.2.48 WIC Vendor Cost Containment Certification Spreadsheet

Upon selection of the WIC Vendor Cost Containment Certification Spreadsheet list item, the system will display the Generate WIC Vendor Cost Containment Certification Spreadsheet dialog.

19.1.2.49 Establish Vendor Peer Groups Report

Upon selection of the Establish Vendor Peer Groups Report list item, the system will display the Generate Establish Vendor Peer Groups Report dialog.

19.1.2.50 Food Sales Calculator Spreadsheet

Upon selection of the Food Sales Calculator Spreadsheet list item, the system will generate the Generate Food Sales Calculator Spreadsheet.

19.1.2.51 Close

Upon selection of the Close button, the system will dismiss the Generate Reports dialog and return to the Vendor Management dialog.

19.2 Generate Maximum Reimbursement Amounts Spreadsheet Dialog

The Generate Maximum Reimbursement Amount Spreadsheet dialog allows the user to generate a Maximum Reimbursement Amounts Spreadsheet per the food instrument type and paid date on the paid food instrument selected by the user or for the food instrument type within the month and year specified by the user on the screen. It is displayed when the user selects the Maximum Reimbursement Amount Spreadsheet list item from the Reports display list.
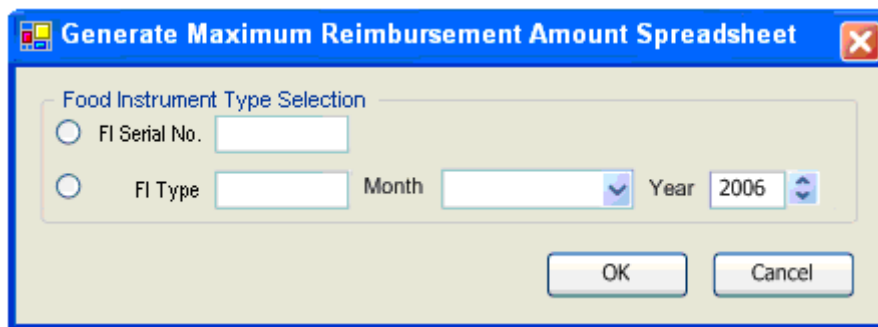
Figure 2 – Generate Maximum Reimbursement Spreadsheet Dialog

19.2.1 Controls

This section describes the behavior of the controls on the Generate Maximum Reimbursement Amounts Spreadsheet dialog.

19.2.1.1 FI Serial No. Radio Button

This control allows the user to select a paid Food Instrument Serial Number to generate the cost containment worksheet. The control will be enabled when the Maximum Reimbursement Amounts Spreadsheet Dialog is active.

When the FI Serial No. radio button is selected, these controls are disabled, FI Type, Month and Year. The FI Type is cleared and the Month is set to blank.

19.2.1.2 FI Serial No. Masked Edit Box

This control allows the user to enter a paid Food Instrument Serial Number to generate the cost containment worksheet. The masked edit box will be enabled when the Maximum Reimbursement Amounts Spreadsheet Dialog is active and the FI Serial No. radio button is selected. The masked edit box will only allow entry of numeric characters. The mask for the box will be "########". The control will initially be blank. The FI Serial Number cannot be entered if the FI Type is entered.

19.2.1.3 FI Type Radio Button

This control allows the user to select a Food Instrument Type to generate the cost containment worksheet. The control will be enabled when the Maximum Reimbursement Amounts Spreadsheet Dialog is active.

When the FI Type radio button is selected, the FI Serial No. control is disabled and cleared.

19.2.1.4 FI Type Masked Edit Box

This control allows the user to enter a Food Instrument Type code to generate the cost containment worksheet. The masked edit box will be enabled when the Maximum Reimbursement Amounts Spreadsheet Dialog is active and the FI Type radio button is selected. The masked edit box will only allow entry of 10 numeric characters. The mask for the box will be "##########". The control will initially be blank. The FI Type cannot be entered if the FI Serial Number is entered.

19.2.1.5 Month Dropdown

This control allows the user to select the month to include in the spreadsheet. The dropdown will be enabled when the Maximum Reimbursement Amounts Spreadsheet dialog is active and the FI Type radio button is selected. This will be a read only drop down list. It is filled with a list of months from the Reference Dictionary Table, which is displayed in calendar month order within the list plus a blank entry. The field will initially be blank.

19.2.1.6 Year Masked Edit Box and Spin Control

This control allows the user to specify the Calendar Year to include in the spreadsheet. The masked edit box and spin control will be enabled when the Generate Maximum Reimbursement Amounts Spreadsheet dialog is active and the FI Type radio button is selected. The masked edit box will only allow the entry of numeric digits. The maximum size of the control will be four (4) characters. The masked edit box will default to the current system year. Selection of the increment or decrement buttons of the spin control will increase or decrease the value by one (1).

19.2.1.7 OK Button

The OK button will be enabled when the Generate Maximum Reimbursement Amounts Spreadsheet dialog is active (See Processing section below). Characteristics for the OK button are defined in *Consistencies*.

19.2.1.8 Cancel Button

The Cancel button will be enabled when the Generate Maximum Reimbursement Amounts Spreadsheet dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

19.2.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Generate Maximum Reimbursement Amounts Spreadsheet dialog.

19.2.2.1 OK

Upon selection of the OK button, the system will initiate a check for required and valid information.

If any required information has not been entered in a dropdown, the system will display a standard error message with the text "A selection is required in the <control label>." Upon dismissal of the error message, the system will automatically position the cursor to the field in error to facilitate error correction.

If any control contains a value that is not considered legitimate, the system will display the appropriate standard error message. Upon dismissal of the error message, the system will automatically position the cursor to the field in error to facilitate error correction. Values considered legitimate are as follows:

- If the FI Serial No. radio button is selected and no entry has been made in the FI Serial Number masked edit box, the system will invoke the error message "An entry is required for the {control label}."
- If the FI Type radio button is selected and no entry has been made in the FI Type masked edit box, the system will invoke the error message "An entry is required for the {control label}."
- If the FI Type is valued, and a selection has not been made in the Month drop down, the system will invoke a standard error message "A selection is required in the {control label}."
- If the FI Type is valued, the Month and Year combination must be less than or equal to the current system month and year or the system will display a standard error message with the text "The Month and Year must be less than or equal to the current Month and Year."
- If the FI Type is valued, the year entered in the Year masked edit box must be less than or equal the current system year or the system will display a standard error message with the text "The Year must be between 2000 and the current system year."
- If FI Serial Number is not a valid Food Instrument, the system will invoke a standard error message "No food instrument match for this {control label}."
- If FI Serial Number's Food Instrument does not have a paid date, the system will invoke a standard error message "You must select a food instrument that has been paid."

- If FI Serial Number's Food Instrument does not have a food instrument type, the system will invoke a standard error message "The food instrument entered does not have a food instrument type ID."

Once the controls have been validated, the system will generate the Maximum Reimbursement Amounts Spreadsheet to an EXCEL spreadsheet.

To produce the spreadsheet:

- If the FI Type is entered on the screen then the FI Type, Month and Year are passed to the report.
- If the Serial Number is entered on the screen the food instrument FIType and Paid Date month and year are passed to the report.

19.2.2.2 Cancel

Upon selection of the Cancel button, the system will dismiss the Generate Maximum Reimbursement Amounts Spreadsheet dialog and return the user to the Generate Reports dialog.

19.3 Maximum Reimbursement Amounts Spreadsheet (Output)

The user may generate the Maximum Reimbursement Amounts Spreadsheet from the Generate Maximum Reimbursement Amounts Spreadsheet dialog.

This EXCEL spreadsheet can be used to assess vendor reimbursements or to determine if the vendor is placed in the correct peer group. The main purpose of the spreadsheet is to provide the summary information for the selected food instrument type, counts and dollars, max price and peer group information. It is then up to the user to work with the information on the spreadsheet, to draw upon information from other reports and to create additional worksheets and spreadsheets. The spreadsheet will print in landscape format to allow for as many peer group columns as possible.

This spreadsheet shows the food instrument type and the latest Price in effect for the month. The food instrument type may be entered on the screen or taken from the paid food instrument serial number entered on the screen. If the food instrument type was entered on the screen, the latest price in effect for the month is based on the month and year selected. If food instrument serial number was entered on the screen the food instrument type is taken from the paid food instrument using the serial number and then the latest price in effect for the month is based on the month and year of the food instrument paid date month and year.

The maximum reimbursement value is the latest maximum peer group price established for the selected month.

The total food instruments redeemed is a count of all food instruments paid in the selected month having the selected food instrument type.

The total food instruments redeemed value is the sum of paid amounts for all food instruments paid in the selected month having the selected food instrument type.

The "Measure" section on the spreadsheet repeats the totals for all food instruments paid in the selected month for all vendors. It also includes a count and sum of the paid food instruments in the selected month for each peer group along with the latest average peer group price established for the selected month plus that peer group's standard deviation.

The Number of Food Instruments Redeemed that Exceed the Amount in Item 7 is a count of the food instruments paid when the paid amount exceeded the maximum reimbursement price.

The Value of Excess Redemption Amount for Food Instruments in Item 7 is the sum of the difference for each food instrument that was paid over the maximum reimbursement price.

A few excerpts were copied nearly verbatim from Vendor Cost Containment documentation to describe the purpose and use of this spreadsheet:

Section 246.2 of the WIC program regulations defines a "price adjustment" as "an adjustment made by the State agency, in accordance with the vendor agreement to the purchase price on a food instrument after it has been submitted by a vendor for redemption to ensure that the payment to the vendor of the food instrument complies with the State agency's price limitations." Any amount that exceeds the maximum allowable reimbursement level for an individual food instrument (or food item if used as the basis for reimbursement) is an unallowable amount that the State agency must recoup or use to offset to future payment to the vendor.

- Compute the difference between the price on each redeemed food instrument (by type) and its maximum allowable reimbursement level, and then add these differences (positive and negative). If the sum of the differences indicates an overpayment, recoup this amount from the vendor.
- Multiply the maximum allowable amount by the number of food instruments (by type) redeemed to determine how much the State agency could have paid the vendor for the redeemed food instruments. Subtract from this amount the sum of the actual prices of the food instruments redeemed. If the sum of the food instruments exceeds the aggregate maximum allowable amount for all of the food instruments, recoup the difference from the vendor.

State agencies must employ effective methodologies to ensure that payments made to vendors for individual food instruments (or individual food items) do not exceed the maximum allowable reimbursement level established for the food instrument.

Vendor's shelf prices and redemption data should be used to establish competitive prices and maximum reimbursement levels. State agencies must base competitive price criteria and maximum reimbursement levels on the prices of regular vendors only, and not on prices charged by above-50-percent vendors.

Applying or using a standard deviation to establish peer groups will allow for natural variation in distribution of prices, versus using a fixed percentage to calculate competitive peer group prices. If the distribution of prices between peer groups or food instruments is normal, the standard deviation will capture the variation and allow for the inclusion of appropriate vendors in a per group and the exclusion of inappropriate vendors.

If a state establishes a competitive price criterion that is equal to a peer group average plus or minus one or two standard deviations, it can ensure that adding vendors that met this criterion will not change the peer group average in manner that in statistically significant.

Having 30 or more vendors in a peer group increases the likelihood the prices of the vendors in the group will approximate a normal distribution. Try to ensure the distribution is not skewed by the high or low prices of one or two vendors. If the mean and standard deviation are influenced by on ore more outliers, this could make it difficult to rely on the statistical properties of a normal distribution.

State agencies can also rely on the properties of the normal distribution to ensure that maximum allowable prices are not set at levels that incorrectly exclude a vendor or that encourage vendors to raise prices to the maximum allowable level. Since 99.85 of observations will fall within three standard deviations of the mean, nearly every vendor's prices will be encompassed by a range that is equal to the average plus or minus three standard deviations. For state agencies that fine that they have vendors that fall outside three standard deviations, or wish to include a measure that will allow for a small amount of price inflation, a maximum allowable price that is equal to the peer group mean (average) plus four standard deviations might be appropriate. All standard statistical packages calculate the mean and standard deviations, as does Microsoft Excel. State agencies simply need to take the result of these calculates and apply them to the mean (average) peer group price.

Maximum Reimbursement Amounts Spreadsheet

Run Date: XX/XX/XXXX

(Worksheet for Assessing Statewide Maximum Reimbursement Amount)

Food Instrument Serial Number: 00012587
FI Type ID: 02145   Month of: October 2006

FI Type Items Description: 1 GALLON CONTAINER(S) MILK
Maximum Reimbursement Amount: $4.50
Total Food Instruments Redeemed: 22,751
Total Redemptions: $56,877.50
Percent of the Total Redemptions: 10%

			Vendor Peer Groups		
Item #	Measure	All Vendors	01	02	03
1	Maximum Reimbursement Amount	$4.50	$4.50	$4.50	$4.50
2	Total Food Instruments Redeemed	22,751	18,333	1,150	3,268
3	Total Redemptions	$56,877.50	$45,832.50	$2,875.00	$8,170.00
4	Average Food Instrument Amount (mean)	$2.50	$2.25	$2.75	$3.50
5	Standard Deviation	$0.75	$0.60	$1.00	$0.50
6	Std. Dev. of State Maximum Allowable Amount	2.667	2.667	2.667	2.667
7	Dollar value equivalent of State Maximum Amount	$4.50	$3.85	$5.42	$4.83
8	Number of Food Instruments Redeemed that Exceed the Amount in Item 7	0			
9	Value of Excess Redemption Amount for Food Instruments in Item 7	$0.00			

Notes:
1. Shaded areas indicate State-supplied data or calculations
2. Values in Item 9 indicate potential program cost savings.

19.3.1 Data Elements

This section describes the data elements that will print on the report.

19.3.1.1 Spreadsheet Title

19.3.1.1.1 Origin of Data Element

The text for the spreadsheet title will be "Maximum Reimbursement Amounts Spreadsheet". The sub-title will be "(Worksheet for Assessing Statewide Maximum Reimbursement Amount)" to identify the original cost containment attachment in the vendor guide.

19.3.1.1.2 Format

The title cell value will print as a literal value. The sub-title cell value will print as a literal value.

19.3.1.2 Run Date

19.3.1.2.1 Origin of Data Element

The system date the spreadsheet is generated.

19.3.1.2.2 Format

The date cell value will print in the format MM/DD/YYYY.

19.3.1.3 Food Instrument Serial Number:

19.3.1.3.1 Origin of Data Element

The user records this value when the spreadsheet is submitted.

19.3.1.3.2 Format

This is an 8-character value.

19.3.1.4 FI Type ID: (Food Instrument Type ID)

19.3.1.4.1 Origin of Data Element

If the FI Type (food instrument type) was entered on the screen, the user records this value when the spreadsheet is submitted.

If food instrument serial number was entered on the screen the food instrument type is taken from the paid food instrument using the serial number. The FOODINSTRUMENTTYPE is taken from the FOODINSTRUMENT table for the SerialNo.

19.3.1.4.2 Format

This is a 10-digit value.

19.3.1.5 Month of:

19.3.1.5.1 Origin of Data Element

The user records this value when the spreadsheet is submitted. This is an accounting month and year.

If the FI Type (food instrument type) was entered on the screen, the "Month of" contains the month and year values selected on the screen.

If food instrument serial number was entered on the screen the food instrument type is taken from the paid food instrument using the serial number so the "Month of" becomes the month and year of the food instrument paid date. The FOODINSTRUMENTTYPE is taken from the FOODINSTRUMENT table for the SerialNo.

19.3.1.5.2 Format

The month of cell value will print in the format

"{Textual Month} CCYY}".

19.3.1.6 FI Type (Food Instrument Type) Items Description:

19.3.1.6.1 Origin of Data Element

All of the food distribution item descriptions on the food instrument type are listed. List each Description in the FOODDISTRIBUTIONITEM table for each of the items in the FOODINSTRUMENTTYPEITEMS table for the selected FIType in the FOODINSTRUMENTTYPE table.

19.3.1.6.2 Format

This is a 600-character value. The cell is set to wrap to accommodate up to eight items on one food instrument and a food distribution item description length of 60, plus the quantity, commas and spaces.

19.3.1.7 Maximum Reimbursement Amount:

19.3.1.7.1 Origin of Data Element

This spreadsheet cell value is the maximum price found in the PEERGROUPFOODINSTTYPEPRICEHIST table for the reporting Month/Year for any peer group. This is the latest price sent to the bank during the reporting month.

The PRICE is taken from the PEERGROUPFOODINSTTYPEPRICEHIST table.

19.3.1.7.2 Format

This is a 6-digit value.

19.3.1.8 Total Food Instruments Redeemed:

19.3.1.8.1 Origin of Data Element

This spreadsheet cell value is a count of all food instruments redeemed during the reporting Month/Year.

Include all paid food instruments from the FOODINSTRUMENT table where the FOODINSTRUMENTTYPE matches the reporting FIType and the PAIDDATE is in the reporting month/year.

19.3.1.8.2 Format

This is an 11-digit value.

19.3.1.9 Total Redemptions

19.3.1.9.1 Origin of Data Element

This spreadsheet cell value is the sum of the paid amounts of all food instruments redeemed during the reporting Month/Year.

Include all paid food instruments from the FOODINSTRUMENT table where the FOODINSTRUMENTTYPE matches the reporting FIType and the PAIDDATE is in the reporting month/year.

19.3.1.9.2 Format

This is an 11-digit value.

19.3.1.10 Percent of the Total Redemptions:

19.3.1.10.1 Origin of Data Element

This spreadsheet cell value is manually entered by the user. It is not generated by the system.

19.3.1.10.2 Format

This is not valued.

19.3.1.11 Measure:

This section repeats the totals under the All Vendors Column for items 1, 2, and 3. The Maximum reimbursement amount value is also reused many times on the worksheet. Formulas will be used in the template. For example the maximum reimbursement amount is the maximum peer group price. If the user wants to change the value in the spreadsheet, they should be allowed to change it once in one cell and have the spreadsheet adjust.

19.3.1.12 Maximum Reimbursement Amount (Under the All Vendors column)

19.3.1.12.1 Origin of Data Element

Cell = Maximum Reimbursement Amount like named section above

This spreadsheet cell value is the maximum price found in the PEERGROUPFOODINSTTYPEPRICEHIST table for the reporting month/year for any peer group. This is the latest price sent to the bank during the reporting month.

The PRICE is taken from the PEERGROUPFOODINSTTYPEPRICEHIST table.

19.3.1.12.2 Format

This is a 6-digit value.

19.3.1.13 Total Food Instruments Redeemed (Under the All Vendors column)

19.3.1.13.1 Origin of Data Element

Cell = Total Food Instruments Redeemed like named section above

This spreadsheet cell value is a count of all food instruments redeemed during the reporting month/year.

Include all paid food instruments from the FOODINSTRUMENT table where the FOODINSTRUMENTTYPE matches the reporting FIType and the PAIDDATE is in the reporting month/year.

19.3.1.13.2 Format

This is an 11-digit value.

19.3.1.14 Total Redemptions (Under the All Vendors column)

19.3.1.14.1 Origin of Data Element

Cell = Total Redemptions like named section above

This spreadsheet cell value is the sum of the paid amounts of all food instruments redeemed during the reporting month/year.

Include all paid food instruments from the FOODINSTRUMENT table where the FOODINSTRUMENTTYPE matches the reporting FIType and the PAIDDATE is in the reporting month/year.

19.3.1.14.2 Format

This is an 11-digit value.

19.3.1.15 Average Food Instrument Amount (mean) (Under the All Vendors column)

19.3.1.15.1 Origin of Data Element

This spreadsheet cell value is the AVGPRICE in the PEERGROUPFOODINSTTYPEPRICEHIST table for the reporting month/year. This is the latest average price calculated for the peer group during the reporting month.

19.3.1.15.2 Format

This is a 6-digit value.

19.3.1.16 Standard Deviation (Under the All Vendors column)

19.3.1.16.1 Origin of Data Element

This spreadsheet cell value is the STANDARDDEVIATION in the PEERGROUP table for this peer group.

19.3.1.16.2 Format

This is a 5-digit value.

19.3.1.17 Std. Dev. of State Maximum Allowable Amount Under the (All Vendors column)

19.3.1.17.1 Origin of Data Element

This spreadsheet cell value is a formula in the spreadsheet. All standard statistical packages calculate the mean and standard deviations, as does Microsoft Excel. State agencies simply need to take the result of these calculations and apply them to the mean (average) peer group price.

This formula is supplied with the cost containment guide template:

=($C$14-$C$17)/$C$18

All Vendors Maximum Reimbursement Amount - All Vendors Average Food Instrument Amount (mean) divided by All Vendors Standard Deviation

The spreadsheet formulas may be modified by the user after the spreadsheet is generated.

19.3.1.17.2 Format

This is a 7-digit value.

19.3.1.18 Dollar value equivalent of State Maximum Amount (Under the All Vendors column)

19.3.1.18.1 Origin of Data Element

This spreadsheet cell value is a formula in the spreadsheet.

This formula is supplied with the cost containment guide template:

=C17+(C19*C18)

All Vendors Average Food Instrument Amount (mean) plus

(All Vendors Std. Dev. of State Maximum Allowable Amount multiplied by All Vendors Standard Deviation)

The spreadsheet formulas may be modified by the user after the spreadsheet is generated.

19.3.1.18.2 Format

This is a 7-digit value.

19.3.1.19 Number of Food Instruments Redeemed that Exceed the Amount in Item 7 (Under the All Vendors column)

19.3.1.19.1 Origin of Data Element

This spreadsheet cell value is the count of each individual food instrument paid when the paid amount exceeded the maximum reimbursement price for this peer group during the reporting month/year.

Include all paid food instruments from the FOODINSTRUMENT table where the FOODINSTRUMENTTYPE matches the reporting FIType and the PAIDDATE is in the reporting month/year and in this PEERGROUP on the FOODINSTRUMENT table and the PAIDAMT exceeds the PRICE in the PEERGROUPFOODINSTTYPEPRICEHIST table for this peer group.

19.3.1.19.2 Format

This is an 11-digit value.

19.3.1.20 Value of Excess Redemption Amount for Food Instruments in Item 7 (Under the All Vendors column)

19.3.1.20.1 Origin of Data Element

This spreadsheet cell value is the sum of the difference for each individual food instrument that was paid over the maximum reimbursement price for this peer group during the reporting month/year.

Include all paid food instruments from the FOODINSTRUMENT table where the FOODINSTRUMENTTYPE matches the reporting FIType and the PAIDDATE is in the reporting month/year and in this PEERGROUP on the FOODINSTRUMENT table and the PAIDAMT exceeds the PRICE in the PEERGROUPFOODINSTTYPEPRICEHIST table for this peer group.

19.3.1.20.2 Format

This is an 11-digit value.

19.3.1.21 Peer Group

19.3.1.21.1 Origin of Data Element

The peer group code is taken from PEERGROUP in the PEERGROUP table.

19.3.1.21.2 Format

This is a 2-character value. (e.g., shown as '01')

19.3.1.22 Maximum Reimbursement Amount (under each Peer Group column)

19.3.1.22.1 Origin of Data Element

Cell = Maximum Reimbursement Amount like named section above

This spreadsheet cell value is the PRICE found in the PEERGROUPFOODINSTTYPEPRICEHIST table for the reporting month/year in this peer group.

19.3.1.22.2 Format

This is a 6-digit value.

19.3.1.23 Total Food Instruments Redeemed (under each Peer Group column)

19.3.1.23.1 Origin of Data Element

This spreadsheet cell value is a count of the food instruments redeemed during the reporting month/year in this peer group.

Include all paid food instruments from the FOODINSTRUMENT table where the FOODINSTRUMENTTYPE matches the reporting FIType and the PAIDDATE is in the reporting month/year and in this PEERGROUP on the FOODINSTRUMENT table.

19.3.1.23.2 Format

This is an 11-digit value.

19.3.1.24 Total Redemptions (under each Peer Group column)

19.3.1.24.1 Origin of Data Element

This spreadsheet cell value is the sum of the paid amounts of all food instruments redeemed during the reporting month/year in this peer group.

Include all paid food instruments from the FOODINSTRUMENT table where the FOODINSTRUMENTTYPE matches the reporting FIType and the PAIDDATE is in the reporting month/year and in this PEERGROUP on the FOODINSTRUMENT table.

19.3.1.24.2 Format

This is an 11-digit value.

19.3.1.25 Average Food Instrument Amount (mean) Redemptions (under each Peer Group column)

19.3.1.25.1 Origin of Data Element

This spreadsheet cell value is the AVGPRICE in the PEERGROUPFOODINSTTYPEPRICEHIST table for the reporting month/year in this peer group.

19.3.1.25.2 Format

This is a 6-digit value.

19.3.1.26 Standard Deviation (under each Peer Group column)

19.3.1.26.1 Origin of Data Element

This spreadsheet cell value is the STANDARDDEVIATION in the PEERGROUP table for this peer group.

19.3.1.26.2 Format

This is a 5-digit value.

19.3.1.27 Std. Dev. of State Maximum Allowable Amount (under each Peer Group column)

19.3.1.27.1 Origin of Data Element

This spreadsheet cell value is a formula in the spreadsheet. All standard statistical packages calculate the mean and standard deviations, as does Microsoft Excel. State agencies simply need to take the result of these calculations and apply them to the mean (average) peer group price.

This formula was supplied with the template included in the guidelines:

=($C$14-$C$17)/$C$18

The spreadsheet formulas may be modified by the user after the spreadsheet is generated.

C14=Maximum Reimbursement Amount-All Vendors

C17=Average Food Instrument Amount (mean)-All Vendors

C18=Standard Deviation-All Vendors

19.3.1.27.2 Format

This is a 7-digit value.

19.3.1.28 Dollar value equivalent of State Maximum Amount (under each Peer Group column)

19.3.1.28.1 Origin of Data Element

This spreadsheet cell value is a formula in the spreadsheet.

This formula is supplied with the cost containment guide template:

=D17+($C$19*D18)

=E17+($C$19*E18)

=F17+($C$19*F18)

 Continue the formula for each peer group column.

Peer Group's Average Food Instrument Amount (mean) plus (All Vendors = Std. Dev. of State Maximum Allowable Amount multiplied by the Peer Group's Standard Deviation)

C19= All Vendors = Std. Dev. of State Maximum Allowable Amount

D17= Peer Group = Average Food Instrument Amount (mean)

E17= Peer Group = Average Food Instrument Amount (mean)

F17= Peer Group = Average Food Instrument Amount (mean)

D18= Peer Group = Standard Deviation

E18= Peer Group = Standard Deviation

F18= Peer Group = Standard Deviation

The spreadsheet formulas may be modified by the user after the spreadsheet is generated.

19.3.1.28.2 Format

This is a 7-digit value.

19.3.2 Filter Criteria

19.3.2.1 Base of Data

The worksheet is based on all food instruments redeemed during the selected month for the selected Food Instrument Type.

19.3.3 Sort Order

No sort order has been defined for this worksheet.

19.3.4 Control Breaks

No control break has been defined for this worksheet.

19.3.5 Grand Total

No grand total has been defined for this worksheet.

19.3.6 Frequency and Distribution

This spreadsheet can be generated on demand.

19.4 Generate Cost Containment Certification Spreadsheet Dialog

The Generate Cost Containment Certification Spreadsheet dialog allows the user to generate a Cost Containment Certification Spreadsheet for the month and year specified by the user. It is displayed when the user selects the Cost Containment Certification Spreadsheet list item from the Reports display list.
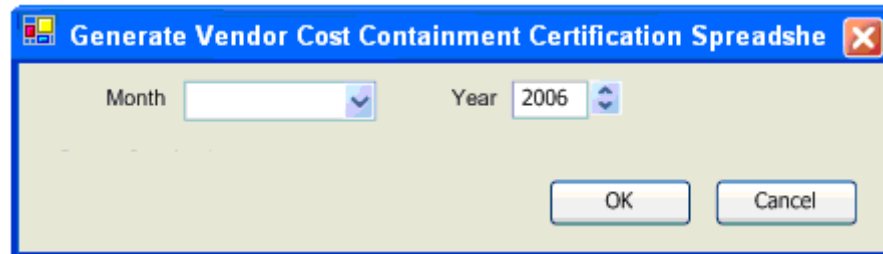
Figure 3 – Generate Cost Containment Certification Spreadsheet Dialog

19.4.1 Controls

This section describes the behavior of the controls on the Generate Cost Containment Certification Spreadsheet dialog.

19.4.1.1 Month Dropdown

This control allows the user to select the month to include in the report. The dropdown will be enabled when the Generate Cost Containment Certification dialog is active. This will be a read only drop down list. It is filled with a list of months from the Reference Dictionary Table, which is displayed in calendar month order within the list. The field will initially be blank.

19.4.1.2 Year Masked Edit Box and Spin Control

This control allows the user to specify the Calendar Year to include in the report. The masked edit box and spin control will be enabled when the Generate Cost Containment Certification Spreadsheet dialog is active. The masked edit box will only allow the entry of numeric digits. The maximum size of the control will be four (4) characters. The masked edit box will default to the current system year. Selection of the increment or decrement buttons of the spin control will increase or decrease the value by one (1).

19.4.1.3 OK Button

The OK button will be enabled when the Generate Cost Containment Certification Spreadsheet dialog is active (See Processing section below). Characteristics for the OK button are defined in *Consistencies*.

19.4.1.4 Cancel Button

The Cancel button will be enabled when the Generate Cost Containment Certification Spreadsheet dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

19.4.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Generate Cost Containment Certification Spreadsheet dialog.

19.4.2.1 OK

Upon selection of the OK button, the system will initiate a check for required and valid information.

If any required information has not been entered in a dropdown, the system will display a standard error message with the text "A selection is required in the <control label>." Upon dismissal of the error message, the system will automatically position the cursor to the field in error to facilitate error correction.

If any control contains a value that is not considered legitimate, the system will display the appropriate standard error message. Upon dismissal of the error message, the system will automatically position the cursor to the field in error to facilitate error correction. Values considered legitimate are as follows:

- The Month and Year combination must be less than or equal to the current system month and year or the system will display a standard error message with the text "The Month and Year must be less than or equal to the current Month and Year."
- The year entered in the Year masked edit box must be less than or equal the current system year or the system will display a standard error message with the text "The Year must be between 2000 and the current system year."

Once the controls have been validated, the system will generate the Cost Containment Certification Spreadsheet to an EXCEL spreadsheet.

To produce the spreadsheet:

- The FI Type, Month and Year are passed to the report.

19.4.2.2 Cancel

Upon selection of the Cancel button, the system will dismiss the Generate Cost Containment Certification Report dialog and return the user to the Generate Reports dialog.

19.5 Cost Containment Certification Spreadsheet (Output)

The user may generate the Cost Containment Certification Spreadsheet from the Generate Cost Containment Certification Spreadsheet dialog.

A few excerpts were copied nearly verbatim from Vendor Cost Containment documentation to describe the purpose and use of this spreadsheet:

If the State agency elects to authorize above-50-percent vendors this EXCEL spreadsheet can be generated and completed. This EXCEL spreadsheet provides the format necessary to collect vendor cost containment certification information and to demonstrate that the State agency's competitive price criteria and allowable reimbursement levels do not result in average payments per food instrument (by type) to above-50-percent vendors that are higher than average payments per food instrument (by type) to comparable vendors that are not above-50-percent vendors.

The spreadsheet contains three worksheets.

Data Elements – Worksheet 1 = Profile of Vendors

The first worksheet is a profile of vendors. It will include the counts of authorized vendors and the amounts of WIC redemptions paid during the selected reporting month.

Data Elements – Worksheet 2 = Peer Group Structure

The second worksheet is a peer group structure. It will include each peer group number, peer group description, the counts of authorized vendors per peer group.

See Data Elements – Worksheet 3 = Average Payments:

The third worksheet is included as a blank format for the Average Payments to Vendors chart for Peer Groups containing Above-50-Percent vendors. Only one blank worksheet will be generated with the report. The user must determine and manually record information into this worksheet using other vendor cost containment reports, information and analysis. If necessary, the user may manually copy this worksheet within the generated spreadsheet for each peer group containing above-50-percent vendors that must be charted.

Vendor cost containment certification verifies that the State agency that chooses to authorize above-50-percent vendors meets the requirement in section 246.12(g)(4)(vi). This requirement is one of two cost neutrality requirements contained in the Child Nutrition and WIC Reauthorization Act of 2004.   Section 246.12(g)(4)(vi) prescribes that cost neutrality will be assess by comparing the average payment per food instrument (by type) made to above-50-percent to the average payment per food instrument (by type) to comparable regular vendors. Average payments to above-50-percent vendors may not exceed average payments to comparable regular vendors. Achieving cost neutrality begins with the skeleton of vendors that offer the program the most competitive prices in their geographic area. It also includes the application of reimbursement methods that limit payments to levels consistent with the competitive price levels applied to the vendors at authorization.

During the certification process, a State agency demonstrates to FNS that it has implemented methods that distinguish above-50-percent vendors from regular vendors at authorization; that it bases competitive price criteria and maximum allowable reimbursement amounts on the prices of regular vendors; that it applies appropriate reimbursement limits during the food instrument redemption process and makes price adjustments to any payments that exceed the maximum allowable reimbursement level; and that it reimburses above-50-percent vendors at a level that should achieve overall cost neutrality under section 246.12(g)(4)(I)(D) of the Interim Rule. Obtaining FNS certification does not guarantee that a State agency will achieve cost neutrality. Achieving cost neutrality requires the effective ongoing application of competitive pricing methods.

WIC Vendor Cost Containment Certification
Month of: July 2006

Run Date: 10/15/2006

Profile of Vendors

1. Number of authorized regular vendors as of July 2006:	50	
2. Amount of WIC redemptions paid to authorized regular vendors in July 2006:	$56,877.50	
3. Number of authorized above-50-percent vendors:	7	
a. Number of non-pharmacy above-50-percent vendors:		4
- Number of WIC-only stores:		1
- Number of other types of above-50-percent vendors (excluding pharmacies):		3
b. Number of pharmacy above-50-percent vendors:		3
c. Total number of above-50-percent vendors (sum of a and b and = 3):		7
4. Total amount of WIC redemptions paid to these above-50-percent vendors in July 2006:	$7,142.85	
a. Amount of WIC redemptions paid to non-pharmacy above-50-percent vendors		$4,041.37
b. Amount of WIC redemptions paid to pharmacy above-50-percent vendors:		$3,101.48
c. Total amount of WIC redemptions paid to above-50-percent vendors (sum of a and b and = 4):		$7,142.85
5. Number of peer groups with above-50-percent vendors (either separate peer groups or groups with regular vendors):	2	
6. Number of authorized vendors that do not meet competitive price criteria, but are needed to ensure participant access to supplemental foods:	0	
- Number of regular vendors:		0
- Number of above-50-percent vendors:		0

WIC Vendor Cost Containment Certification

Month of: July 2006

Run Date: 10/15/2006

Peer Group Structure

Peer Group No.	Description	Number of Vendors in Peer Group			Comparable Vendors peer Group Number
		Regular Vendors	Above-50% Vendors	Total	
01	SMALL	7	1	8	
02	MEDIUM	12	3	15	
03	LARGE	13	0	13	
04	COMMISARY	2	0	2	
05	PHARMACY	9	3	12	

WIC Vendor Cost Containment Certification
Month of: July 2006

Run Date: 10/15/2006

Average Payments to Vendors

Chart for: Above-50-Percent Vendors in Peer Group No.   XX - Peer Group Description

Food Instrument Type and Description	Number of Food Instruments Redeemed	Average Redemption Price and Standard Deviation Per Food Instrument				Difference in Average Redemption Amount Between Above-50% Vendors and Comparable Regular Vendors	Average Redemption Price Per Food Instrument (after applying revised competitive price criteria and allowable reimbursement levels)	
		Above-50% Vendors		Comparable Regular Vendors			Above-50% Vendors	Comparable Regular Vendors
		Price	Std. Dev.	Price	Std. Dev.			

19.5.1 Data Elements – Worksheet 1 = Profile of Vendors

This section describes the data elements that will print on the spreadsheet.

19.5.1.1 Spreadsheet Title

19.5.1.1.1 Origin of Data Element

The text for the spreadsheet title will be "WIC Vendor Cost Containment Certification".

19.5.1.1.2 Format

The title cell value will print as a literal value.

19.5.1.2 Run Date:

19.5.1.2.1 Origin of Data Element

The system date the spreadsheet is generated.

19.5.1.2.2 Format

The date cell value will print in the format MM/DD/YYYY.

19.5.1.3 Month of:

19.5.1.3.1 Origin of Data Element

The user records this value when the spreadsheet is submitted. This is an accounting month and year.

All authorized vendors and all food instruments redeemed during this month are selected for this report.

19.5.1.3.2 Format

The month of cell value will print in the format

"{Textual Month} CCYY}".

19.5.1.4 Number of authorized regular vendors as of (Month of):

19.5.1.4.1 Origin of Data Element

This spreadsheet cell value is a count of all authorized regular vendors who were active during the reporting month.

If the selected reporting month (month of) is equal to the current system month, include all vendors from the vendor table where the initial contract date is less than or equal to the last day of the reporting month and the currently enrolled flag is set to 'Y' and an active status, 3= 'enrolled' or 7= 'probation'.

The initial contract date is taken from the DATEINITCONTRACT of the VENDOR table. (DATEINITCONTRACT <= '10/30/2006')

The currently enrolled flag is taken from CURRENTLYENROLLED of the VENDOR table.

The current status is taken from CURRENTSTATUS of the VENDOR table

If the selected reporting month (month of) is NOT equal to the current system month, include all vendors from the vendor table where the initial contract date is less than or equal to the last day of the reporting month and where there are no termination or disqualification events or follow-up activities in the reporting month.

The initial contract date is taken from the DATEINITCONTRACT of the VENDOR table. (DATEINITCONTRACT <= '10/30/2006)'

The event start date is taken from the STARTDATE of the EVENT table. (STARTDATE <= '10/30/2006')

The event or follow up activity start date is taken from the STARTDATE of the FOLLOWUPACTIVITY table. (STARTDATE <= '10/30/2006')

The event or follow up activity type is taken from the TYPE in either the EVENT table or the FOLLOWUPACTIVITY table where the TYPE = '8' or '25' (Termination, Disqualification). There could be an event, a follow-up activity, both or neither.

If the difference between the sales Annual WIC Food Sales and the Annual Food Sales for the vendor is less than or equal to half the Annual Food Sales count this vendor as a regular Vendor.

- Multiply the sales Annual Food Sales by 50% (divide by 2) for each vendor.
- Subtract the sales Annual WIC Food Sales from the Annual Food Sales for each vendor to get the difference.

The Annual Food Sales is taken from the ANNUALFOODSALES column in the VENDOR table.

The Annual WIC Food Sales is taken from the ANNUALWICFOODSALES column in the VENDOR table.

19.5.1.4.2 Format

This is a 7-digit value.

19.5.1.5 Amount of WIC redemptions paid to authorized regular vendors as of (Month of):

19.5.1.5.1 Origin of Data Element

This spreadsheet cell value is a count of all food instruments redeemed during the reporting month/year for all vendors determined to be regular vendors.

Include all paid food instruments from the FOODINSTRUMENT table where the PAIDDATE is in the reporting month/year and the VENDORID is not identified as an above-50-percent vendor.

19.5.1.5.2 Format

This is an 11-digit value.

19.5.1.6 Number of authorized above-50-percent vendors as of (Month of):

19.5.1.6.1 Origin of Data Element

This spreadsheet cell value is a count of all authorized above-50-percent vendors who were active during the reporting month.

If the selected reporting month (month of) is equal to the current system month, include all vendors from the vendor table where the initial contract date is less than or equal to the last day of the reporting month and the currently enrolled flag is set to 'Y' and an active status, 3= 'enrolled' or 7= 'probation'.

The initial contract date is taken from the DATEINITCONTRACT of the VENDOR table. (DATEINITCONTRACT <= '10/30/2006')

The currently enrolled flag is taken from CURRENTLYENROLLED of the VENDOR table.

The current status is taken from CURRENTSTATUS of the VENDOR table

If the selected reporting month (month of) is NOT equal to the current system month, include all vendors from the vendor table where the initial contract date is less than or equal to the last day of the reporting month and where there are no termination or disqualification events or follow-up activities in the reporting month.

The initial contract date is taken from the DATEINITCONTRACT of the VENDOR table. (DATEINITCONTRACT <= '10/30/2006')

The event start date is taken from the STARTDATE of the EVENT table. (STARTDATE <= '10/30/2006')

The event or follow up activity start date is taken from the STARTDATE of the FOLLOWUPACTIVITY table. (STARTDATE <= '10/30/2006')

The event or follow up activity type is taken from the TYPE in either the EVENT table or the FOLLOWUPACTIVITY table where the TYPE = '8' or '25' (Termination, Disqualification). There could be an event, a follow-up activity, both or neither.

If the difference between the sales Annual WIC Food Sales and the Annual Food Sales for the vendor is greater than half the Annual Food Sales count this vendor as an above-50-percent vendor.

- Multiply the sales Annual Food Sales by 50% (divide by 2) for each vendor.
- Subtract the sales Annual WIC Food Sales from the Annual Food Sales for each vendor to get the difference.

The Annual Food Sales is taken from the ANNUALFOODSALES column in the VENDOR table.

The Annual WIC Food Sales is taken from the ANNUALWICFOODSALES column in the VENDOR table.

19.5.1.6.2 Format

This is a 7-digit value.

19.5.1.7 Number of non-pharmacy above-50-percent vendors:

19.5.1.7.1 Origin of Data Element

This spreadsheet cell value is a formula equal to the sum of the cell values for Number of WIC-only stores and Number of other types of above-50-percent vendors.

19.5.1.7.2 Format

This is a 7-digit value.

19.5.1.8 Number of WIC-only stores:

19.5.1.8.1 Origin of Data Element

This spreadsheet cell value is a count of the vendors determined to be above-50-percent vendors having a vendor type equal to "W" (WIC-Only Store).

The vendor type is taken from the VENDORTYPE column in the STORETYPE table. The vendor types are TIP report vendor definitions (See Reference Dictionary for INTERNALVNDRTYP)

The STORETYPE is taken from the STORETYPE column in the VENDOR table. Each vendor has a store type designation.

19.5.1.8.2 Format

This is a 7-digit value.

19.5.1.9 Number of other types of above-50-percent stores:

19.5.1.9.1 Origin of Data Element

This spreadsheet cell value is a count of the vendors determined to be above-50-percent vendors having a vendor type not equal to "W" (WIC-Only Store) and not equal to "P" (Pharmacy).

The vendor type is taken from the VENDORTYPE column in the STORETYPE table. The vendor types are TIP report vendor definitions (See Reference Dictionary for INTERNALVNDRTYP)

The STORETYPE is taken from the STORETYPE column in the VENDOR table. Each vendor has a store type designation.

19.5.1.9.2 Format

This is a 7-digit value.

19.5.1.10 Number of pharmacy above-50-percent stores:

19.5.1.10.1 Origin of Data Element

This spreadsheet cell value is a count of the vendors determined to be above-50-percent vendors having a vendor type equal to "P" (Pharmacy).

The vendor type is taken from the VENDORTYPE column in the STORETYPE table. The vendor types are TIP report vendor definitions (See Reference Dictionary for INTERNALVNDRTYP)

The STORETYPE is taken from the STORETYPE column in the VENDOR table. Each vendor has a store type designation.

19.5.1.10.2 Format

This is a 7-digit value.

19.5.1.11 Total number of above-50-percent vendors (sum of a and b and = 3):

19.5.1.11.1 Origin of Data Element

This spreadsheet cell value is a formula equal to the sum of the cell values for Number of non-pharmacy above-50-percent vendors and Number of pharmacy above-50-percent vendors.

19.5.1.11.2 Format

This is a 7-digit value.

19.5.1.12 Amount of WIC redemptions paid to these above-50-percent vendors as of (Month of):

19.5.1.12.1 Origin of Data Element

This spreadsheet cell value is a count of all food instruments redeemed during the reporting month/year for all vendors determined to be above-50-percent vendors.

Include all paid food instruments from the FOODINSTRUMENT table where the PAIDDATE is in the reporting month/year and the VENDORID is identified as an above-50-percent vendor.

19.5.1.12.2 Format

This is an 11-digit value.

19.5.1.13 Amount of WIC redemptions paid to non-pharmacy above-50-percent vendors:

19.5.1.13.1 Origin of Data Element

This spreadsheet cell value is a count of all food instruments redeemed during the reporting month/year for all vendors determined to be above-50-percent vendors having a vendor type not equal to "P" (Pharmacy).

Include all paid food instruments from the FOODINSTRUMENT table where the PAIDDATE is in the reporting month/year and the VENDORID is identified as an above-50-percent vendor.

The vendor type is taken from the VENDORTYPE column in the STORETYPE table. The vendor types are TIP report vendor definitions (See Reference Dictionary for INTERNALVNDRTYP)

The STORETYPE is taken from the STORETYPE column in the VENDOR table. Each vendor has a store type designation.

19.5.1.13.2 Format

This is an 11-digit value.

19.5.1.14 Amount of WIC redemptions paid to pharmacy above-50-percent vendors:

19.5.1.14.1 Origin of Data Element

This spreadsheet cell value is a count of all food instruments redeemed during the reporting month/year for all vendors determined to be above-50-percent vendor having a vendor type equal to "P" (Pharmacy).

Include all paid food instruments from the FOODINSTRUMENT table where the PAIDDATE is in the reporting month/year and the VENDORID is identified as an above-50-percent vendor.

The vendor type is taken from the VENDORTYPE column in the STORETYPE table. The vendor types are TIP report vendor definitions (See Reference Dictionary for INTERNALVNDRTYP)

The STORETYPE is taken from the STORETYPE column in the VENDOR table. Each vendor has a store type designation.

19.5.1.14.2 Format

This is an 11-digit value.

19.5.1.15 Total amount of WIC redemptions paid to above-50-percent vendors (sum of a and b and = 4):

19.5.1.15.1 Origin of Data Element

This spreadsheet cell value is a formula equal to the sum of the cell values for Amount of WIC redemptions paid to non-pharmacy above-50-percent vendors and Amount of WIC redemptions paid to pharmacy above-50-percent vendors.

19.5.1.15.2 Format

This is a 7-digit value.

19.5.1.16 Number of peer groups with above-50-percent stores (either separate peer groups or groups with regular vendors):

19.5.1.16.1 Origin of Data Element

This spreadsheet cell value is a count of the peer groupings determined to contain at least one above-50-percent vendor.

The peer group is taken from the current PEERGROUP column in the VENDOR table. Each vendor has a peer group designation.

19.5.1.16.2 Format

This is a 7-digit value.

19.5.1.17 Number of vendors that do not meet competitive price criteria, but are needed to ensure participant access to supplemental foods):

19.5.1.17.1 Origin of Data Element

This spreadsheet cell value is a formula equal to the sum of the cell values for Number of regular vendors and Number of above-50-percent vendors.

19.5.1.17.2 Format

This is a 7-digit value.

19.5.1.18 Number of regular vendors:

19.5.1.18.1 Origin of Data Element

This spreadsheet cell value is manually supplied by the user.

19.5.1.18.2 Format

This is a 7-digit value.

19.5.1.19 Number of above-50-percent vendors:

19.5.1.19.1 Origin of Data Element

This spreadsheet cell value is manually supplied by the user.

19.5.1.19.2 Format

This is a 7-digit value.

19.5.2 Filter Criteria

19.5.2.1 Base of Data

The spreadsheet is based on authorized vendors and all food instruments redeemed during the selected month.

19.5.3 Sort Order

19.5.3.1 Peer Group

No sort has been defined for this worksheet.

19.5.4 Control Breaks

19.5.4.1 Peer Group

A detail line will be printed when the peer group changes.

19.5.5 Grand Total

No grand total has been defined for this worksheet.

19.5.6 Frequency and Distribution

This spreadsheet can be generated on demand.

19.5.7 Data Elements – Worksheet 2 = Peer Group Structure

This section describes the data elements that will print on the report.

19.5.7.1 Spreadsheet Title

19.5.7.1.1 Origin of Data Element

The text for the spreadsheet title will be "WIC Vendor Cost Containment Certification".

19.5.7.1.2 Format

The title cell value will print as a literal value.

19.5.7.2 Run Date:

19.5.7.2.1 Origin of Data Element

The system date the spreadsheet is generated.

19.5.7.2.2 Format

The date cell value will print in the format MM/DD/YYYY.

19.5.7.3 Month of:

19.5.7.3.1 Origin of Data Element

The user records this value when the spreadsheet is submitted. This is an accounting month and year.

All authorized vendors and all food instruments redeemed during this month are selected for this report.

19.5.7.3.2 Format

The month of cell value will print in the format

"{Textual Month} CCYY}".

19.5.7.4 Peer Group

19.5.7.4.1 Origin of Data Element

The peer group code is taken from PEERGROUP column of the PEERGROUP table.

19.5.7.4.2 Format

This is a 2-character value. (e.g., shown as '01', '02', etc.)

19.5.7.5 Peer Group Description

19.5.7.5.1 Origin of Data Element

The peer group code is taken from the VENDOR table and used to print the associated peer group DESCRIPTION from the PEERGROUP table.

19.5.7.5.2 Format

This is a 50-character description.

19.5.7.6 Number of Vendors in Peer Group – Regular Vendors

19.5.7.6.1 Origin of Data Element

This spreadsheet cell value is a count of all authorized regular vendors by peer group who were active during the reporting month.

If the selected reporting month (month of) is equal to the current system month, include all vendors from the vendor table where the initial contract date is less than or equal to the last day of the reporting month and the currently enrolled flag is set to 'Y' and an active status, 3= 'enrolled' or 7= 'probation'.

The initial contract date is taken from the DATEINITCONTRACT of the VENDOR table. (DATEINITCONTRACT <= '10/30/2006')

The currently enrolled flag is taken from CURRENTLYENROLLED of the VENDOR table.

The current status is taken from CURRENTSTATUS of the VENDOR table

If the selected reporting month (month of) is NOT equal to the current system month, include all vendors from the vendor table where the initial contract date is less than or equal to the last day of the reporting month and where there are no termination or disqualification events or follow-up activities in the reporting month.

The initial contract date is taken from the DATEINITCONTRACT of the VENDOR table. (DATEINITCONTRACT <= '10/30/2006')

The event start date is taken from the STARTDATE of the EVENT table. (STARTDATE <= '10/30/2006')

The event or follow up activity start date is taken from the STARTDATE of the FOLLOWUPACTIVITY table. (STARTDATE <= '10/30/2006')

The event or follow up activity type is taken from the TYPE in either the EVENT table or the FOLLOWUPACTIVITY table where the TYPE = '8' or '25' (Termination, Disqualification). There could be an event, a follow-up activity, both or neither.

If the difference between the sales Annual WIC Food Sales and the Annual Food Sales for the vendor is less than or equal to half the Annual Food Sales count this vendor as a regular Vendor.

- Multiply the sales Annual Food Sales by 50% (divide by 2) for each vendor.
- Subtract the sales Annual WIC Food Sales from the Annual Food Sales for each vendor to get the difference.

The Annual Food Sales is taken from the ANNUALFOODSALES column in the VENDOR table.

The Annual WIC Food Sales is taken from the ANNUALWICFOODSALES column in the VENDOR table.

The PEERGROUP is taken from the VENDOR table.

19.5.7.6.2 Format

This is a 7-digit value.

19.5.7.7 Number of Vendors in Peer Group – Above-50% Vendors

19.5.7.7.1 Origin of Data Element

This spreadsheet cell value is a count of all authorized above-50-percent vendors by peer group who were active during the reporting month.

If the selected reporting month (month of) is equal to the current system month, include all vendors from the vendor table where the initial contract date is less than or equal to the last day of the reporting month and the currently enrolled flag is set to 'Y' and an active status, 3= 'enrolled' or 7= 'probation'.

The initial contract date is taken from the DATEINITCONTRACT of the VENDOR table. (DATEINITCONTRACT <= '10/30/2006')

The currently enrolled flag is taken from CURRENTLYENROLLED of the VENDOR table.

The current status is taken from CURRENTSTATUS of the VENDOR table

If the selected reporting month (month of) is NOT equal to the current system month, include all vendors from the vendor table where the initial contract date is less than or equal to the last day of the reporting month and where there are no termination or disqualification events or follow-up activities in the reporting month.

The initial contract date is taken from the DATEINITCONTRACT of the VENDOR table. (DATEINITCONTRACT <= '10/30/2006')

The event start date is taken from the STARTDATE of the EVENT table. (STARTDATE <= '10/30/2006')

The event or follow up activity start date is taken from the STARTDATE of the FOLLOWUPACTIVITY table. (STARTDATE <= '10/30/2006')

The event or follow up activity type is taken from the TYPE in either the EVENT table or the FOLLOWUPACTIVITY table where the TYPE = '8' or '25' (Termination, Disqualification). There could be an event, a follow-up activity, both or neither.

If the difference between the sales Annual WIC Food Sales and the Annual Food Sales for the vendor is greater than half the Annual Food Sales count this vendor as an above-50-percent vendor.

- Multiply the sales Annual Food Sales by 50% (divide by 2) for each vendor.
- Subtract the sales Annual WIC Food Sales from the Annual Food Sales for each vendor to get the difference.

The Annual Food Sales is taken from the ANNUALFOODSALES column in the VENDOR table.

The Annual WIC Food Sales is taken from the ANNUALWICFOODSALES column in the Vendor table.

The PEERGROUP is taken from the VENDOR table.

19.5.7.7.2 Format

This is a 7-digit value.

19.5.7.8 Number of Vendors in Peer Group – Total

19.5.7.8.1 Origin of Data Element

This spreadsheet cell value is a formula equal to the sum of the cell values for Number of Vendors in Peer Group – Regular Vendors and Number of Vendors in Peer Group – Above-50% Vendors.

19.5.7.8.2 Format

This is a 7-digit value.

19.5.8 Filter Criteria

19.5.8.1 Base of Data

The worksheet is based on peer groupings and the counts of authorized vendors during the selected month.

19.5.9 Sort Order

19.5.9.1 Peer Group

This worksheet will be sorted first by Peer Group.

19.5.10 Control Breaks

19.5.10.1 Peer Group

A detail line will be printed on this worksheet when the peer group changes.

19.5.11 Grand Total

No grand total has been defined for this worksheet.

19.5.12 Frequency and Distribution

This spreadsheet can be generated on demand.

19.5.13 Data Elements – Worksheet 3 = Average Payments

This section describes the data elements that will print on the report.

19.5.13.1 Spreadsheet Title

19.5.13.1.1 Origin of Data Element

The text for the spreadsheet title will be "WIC Vendor Cost Containment Certification".

19.5.13.1.2 Format

The title cell value will print as a literal value.

19.5.13.2 Run Date:

19.5.13.2.1 Origin of Data Element

The system date the spreadsheet is generated.

19.5.13.2.2 Format

The date cell value will print in the format MM/DD/YYYY.

19.5.13.3 Month of:

19.5.13.3.1 Origin of Data Element

The user records this value when the spreadsheet is submitted. This is an accounting month and year.

All authorized vendors and all food instruments redeemed during this month are selected for this report.

19.5.13.3.2 Format

The month of cell value will print in the format

"{Textual Month} CCYY}".

19.5.14 Filter Criteria

19.5.14.1 Base of Data

This required report format is generated intentionally blank. The user must manually supply the information.

19.5.15 Sort Order

No sort order has been defined for this worksheet.

19.5.16 Control Breaks

No control break has been defined for this worksheet.

19.5.17 Grand Total

No grand total has been defined for this worksheet.

19.5.18 Frequency and Distribution

This spreadsheet can be generated on demand.

19.6 Generate Establish Vendor Peer Groups Report Dialog

The Generate Establish Vendor Peer Groups report dialog allows the user to generate the Establish Vendor Peer Groups report per the food instrument type and paid date on the paid food instrument selected by the user or for the food instrument type within the month and year specified by the user on the screen. It is displayed when the user selects the Establish Vendor Peer Groups Report list item from the Reports display list.
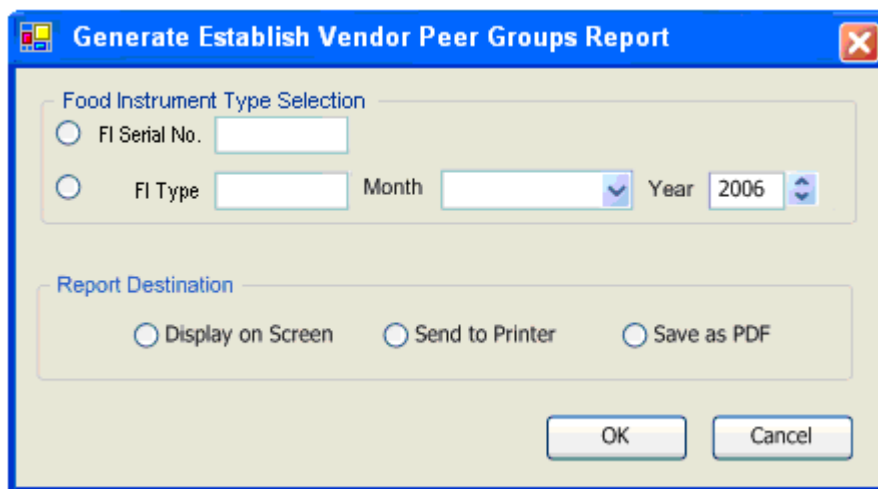
Figure 4 – Generate Establish Vendor Peer Groups Report Dialog

19.6.1 Controls

This section describes the behavior of the controls on the Generate Establish Vendor Peer Groups Report dialog.

19.6.1.1 FI Serial No. Radio Button

This control allows the user to select a paid Food Instrument Serial Number to generate the Establish Vendor Peer Groups Report. The control will be enabled when the Establish Vendor Peer Groups Report Dialog is active.

When the FI Serial No. radio button is selected, these controls are disabled, FI Type, Month and Year. The FI Type is cleared and the Month is set to blank.

19.6.1.2 FI Serial No. Masked Edit Box

This control allows the user to enter a paid Food Instrument Serial Number to generate the Establish Vendor Peer Groups Report. The masked edit box will be enabled when the Establish Vendor Peer Groups Report Dialog is active and the FI Serial No. radio button is selected. The masked edit box will only allow entry of numeric characters. The mask for the box will be "########". The control will initially be blank. The FI Serial Number cannot be entered if the FI Type is entered.

19.6.1.3 FI Type Radio Button

This control allows the user to select a Food Instrument Type to generate the Establish Vendor Peer Groups Report. The control will be enabled when the Establish Vendor Peer Groups Report Dialog is active.

When the FI Type radio button is selected, these controls are disabled, FI Serial No. The FI Serial No. is cleared.

19.6.1.4 FI Type Masked Edit Box

This control allows the user to enter a Food Instrument Type code to generate the Establish Vendor Peer Groups Report. The masked edit box will be enabled when the Establish Vendor Peer Groups Report Dialog is active and the FI Type radio button is selected. The masked edit box will only allow entry of 10 numeric characters. The mask for the box will be "##########". The control will initially be blank. The FI Type cannot be entered if the FI Serial Number is entered.

19.6.1.5 Month Dropdown

This control allows the user to select the month to include in the report. The dropdown will be enabled when the Establish Vendor Peer Groups Report dialog is active and the FI Type radio button is selected. This will be a read only drop down list. It is filled with a list of months from the Reference Dictionary Table, which is displayed in calendar month order within the list plus a blank entry. The field will initially be blank.

19.6.1.6 Year Masked Edit Box and Spin Control

This control allows the user to specify the Calendar Year to include in the report. The masked edit box and spin control will be enabled when the Generate Establish Vendor Peer Groups Report dialog is active and the FI Type radio button is selected. The masked edit box will only allow the entry of numeric digits. The maximum size of the control will be four (4) characters. The masked edit box will default to the current system year. Selection of the increment or decrement buttons of the spin control will increase or decrease the value by one (1).

19.6.1.7 Report Destination Radio Button Group

This group of radio buttons allows the user to select the destination of the report. The radio button group will be enabled when the Generate Establish Vendor Peer Groups Report dialog is active. There will be three (3) report destinations:

- Display on Screen
- Send to Printer
- Save as PDF

The Display on Screen radio button will be the default selection.

19.6.1.8 OK Button

The OK button will be enabled when the Generate Establish Vendor Peer Groups Report dialog is active (See Processing section below). Characteristics for the OK button are defined in *Consistencies*.

19.6.1.9 Cancel Button

The Cancel button will be enabled when the Generate Establish Vendor Peer Groups Report dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

19.6.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Generate Establish Vendor Peer Groups Report dialog.

19.6.2.1 OK

Upon selection of the OK button, the system will initiate a check for required and valid information.

If any required information has not been entered in a dropdown, the system will display a standard error message with the text "A selection is required in the <control label>." Upon dismissal of the error message, the system will automatically position the cursor to the field in error to facilitate error correction.

If any control contains a value that is not considered legitimate, the system will display the appropriate standard error message. Upon dismissal of the error message, the system will automatically position the cursor to the field in error to facilitate error correction. Values considered legitimate are as follows:

- If the FI Serial No. radio button is selected and no entry has been made in the FI Serial Number masked edit box, the system will invoke the error message "An entry is required for the {control label}."
- If the FI Type radio button is selected and no entry has been made in the FI Type masked edit box, the system will invoke the error message "An entry is required for the {control label}."
- If the FI Type is valued, and a selection has not been made in the Month drop down, the system will invoke a standard error message "A selection is required in the {control label}."
- If the FI Type is valued, the Month and Year combination must be less than or equal to the current system month and year or the system will display a standard error message with the text "The Month and Year must be less than or equal to the current Month and Year."

- If the FI Type is valued, the year entered in the Year masked edit box must be less than or equal the current system year or the system will display a standard error message with the text "The Year must be between 2000 and the current system year."
- If FI Serial Number is not a valid Food Instrument, the system will invoke a standard error message "No food instrument match for this {control label}."
- If FI Serial Number's Food Instrument does not have a paid date, the system will invoke a standard error message "You must select a food instrument that has been paid."
- If FI Serial Number's Food Instrument does not have a food instrument type, the system will invoke a standard error message "The food instrument entered does not have a food instrument type ID."

Once the controls have been validated, the system will generate the Establish Vendor Peer Groups Report to the selected report destination.

To produce the report:

- If the FI Type is entered on the screen then the FI Type, Month and Year are passed to the report.
- If the Serial Number is entered on the screen the food instrument FIType and Paid Date month and year are passed to the report.

Upon selection of the OK button when the Save as PDF radio button is selected, the system will present a common dialog screen to allow the user to select the path and file name for the PDF file.

19.6.2.2 Cancel

Upon selection of the Cancel button, the system will dismiss the Generate Establish Vendor Peer Groups Report dialog and return the user to the Generate Reports dialog.

19.7 Establish Vendor Peer Groups (Output) VND029

The user may generate the Establish Vendor Peer Groups Report from the Generate Establish Vendor Peer Groups Report dialog.

This report presents a list of vendors, their square footage, number of cash registers, annual WIC sales, their average redemption value for the selected food instrument type and their current peer group and the average price and average calculated redemption cost for that peer group. It is then up to the user to work with the information on the report, to draw upon information from other reports and to create additional worksheets or spreadsheets to evaluate and establish peer groups. Only vendors that have redeemed the selected food instrument type during the selected reporting month will be included on the report.

The food instrument type may be entered on the screen or taken from the paid food instrument serial number entered on the screen. If the food instrument type was entered on the screen, the latest price in effect for the month is based on the month and year selected. If food instrument serial number was entered on the screen the food instrument type is taken from the paid food instrument using the serial number and then the latest price in effect for the month is based on the month and year of the food instrument paid date month and year.

The vendor average cost:

Divide the total paid amount for the food instruments redeemed for a vendor by the count of redeemed food instruments.

- The total food instruments redeemed is count of all food instruments paid in the selected month having the selected food instrument type for the vendor.
- The total food instruments redeemed value is sum of the paid amounts for all food instruments paid in the selected month having the selected food instrument type for the vendor.

The peer group average price value is the latest peer group average price established for the selected month.

The peer group average cost:

Divide the total paid amount for the food instruments redeemed for a peer group by the count of redeemed food instruments.

- The total food instruments redeemed is count of all food instruments paid in the selected month having the selected food instrument type for the peer group.
- The total food instruments redeemed value is sum of the paid amounts for all food instruments paid in the selected month having the selected food instrument type for the peer group.

When the peer group changes, the peer group detail line is printed, which includes the peer group description, average price, standard deviation and the average amount paid per food instrument for the selected food instrument type within the selected reporting month and year for the peer group.

When the vendor changes, the vendor detail line within the peer group is printed, which includes the vendor information and the average amount paid per food instrument for the selected food instrument type within the selected reporting month and year for the vendor. Even though the vendor may have been placed in more than one peer group during the year and redeemed food instrument under the different peer group, calculate average for the vendor and display the vendor in the current peer group, Even though the vendor may have been placed in more than one peer group during the year and redeemed food instrument under the different peer group, calculate average for the vendor and display the vendor in the "current" peer group (at the time the report is generated).

A few excerpts were copied nearly verbatim from Vendor Cost Containment documentation to describe the purpose and use of this report:

Typical vendor characteristics used to assign peer groups include: geography (defined in terms of zip code, county, or local agency service area); store type (for example (supermarket, convenience, and superstore); number of registers or checkout lanes; food sales or gross sales; WIC redemptions; physical size (selling area square feet); and type of ownership. Section 246.12(g)(4)of the Interim rule requires State agencies to use at least two peer group criteria, one of which must be an indicator of geography. The use of geography is consistent with the requirement in section 246.12(g)(4) of the rule that State agencies consider participant access by geographic area in establishing competitive price criteria and allowable reimbursement levels.

State agencies should not use a price measure as a peer group criterion. While price indicators may be useful in exploratory analysis, they should not be used in combination with other measures or characteristics. Ideally, the price measure is the outcome variable.

Various empirical tests can be applied to guide the selection of peer group criteria. Analytical methods include simple correlations; difference of means tests (are they significant); regression (hypothesis tests of price determinants) ; and analysis of variance. Simple correlations among pairs of peer group criteria can be used to select those that are most meaningful. For example, a high degree of positive correlation between number of checkout registers and food sales indicates these variables are good indicators of store size In turn, each store type (convenience store or supermarket, for example) could be examined for similar correlations among peer group criteria. Some criteria may not be sufficiently correlated, such as the amount of WIC redemptions and store size. In states where above-50-percent stores account for a large share redemptions, store size measures often are not positively correlated with the amount of WIC redemptions.

The differences between the average shelf or redemption prices can be used to develop effective peer groups. These tests indicate whether differences observed between groups are statistically significant. If differences are not significantly different, additional evaluation is needed to determine whether other peer group criteria should be used, or if peer groups should be combined. Using the number of cash registers and square footage information the State agency may determine peer groups need to be established or can be combined.

The State agencies must calculate annual WIC redemptions as a percentage of the vendor's total annual foods sales revenue. This calculation must be performed annually to allow the State agency to report its findings in the State Plan. State agencies must provide the definition of "food sales" to vendors when requesting the amount of food sales revenue. Vendors that are FSP-authorized should already be aware of the FSP-eligible foods. State agencies should provide the attached list of FSP-eligible items to vendors. The definition of "food sales" that state agencies must apply when identifying above-50-percent vendors is the "sale(s) of all foods that are eligible items under the Food Stamps program (FSP). The use of this definition does not require that a vendor be authorized by the FSP.

```
VND029
                              <State Name Department of Health>            Run Date:  XX/XX/XXXX
                                Establish Vendor Peer Groups              Run Time: XX:XX:XX XX
                                 Month of <March 2006>                    Page:             XXX

Food Instrument Type <FITYPE ID>

                                          Number        Annual      Vendor          ------- Peer Group --------
                               Square     of Cash        WIC        Average Above    Average  Average  Standard
Vendor                         Footage    Registers    Redemptions   Cost    50%     Cost     Price    Deviation
                                                                                     XXX.XX   XXX.XX    XXX.XX
Peer Group: XX - <PEER GROUP>
  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX X,XXX,XXX    XXXXX   XXX,XXX,XXX.XX  XXX.XX   X
  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX X,XXX,XXX    XXXXX   XXX,XXX,XXX.XX  XXX.XX
  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX X,XXX,XXX    XXXXX   XXX,XXX,XXX.XX  XXX.XX

Peer Group: XX - <PEER GROUP>                                                        XXX.XX   XXX.XX    XXX.XX
  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX X,XXX,XXX    XXXXX   XXX,XXX,XXX.XX  XXX.XX
  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX X,XXX,XXX    XXXXX   XXX,XXX,XXX.XX  XXX.XX
  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX X,XXX,XXX    XXXXX   XXX,XXX,XXX.XX  XXX.XX

Peer Group: XX - <PEER GROUP>                                                        XXX.XX   XXX.XX    XXX.XX
  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX X,XXX,XXX    XXXXX   XXX,XXX,XXX.XX  XXX.XX
  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX X,XXX,XXX    XXXXX   XXX,XXX,XXX.XX  XXX.XX
  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX X,XXX,XXX    XXXXX   XXX,XXX,XXX.XX  XXX.XX

*** End of Listing ***
```

```
VND029
                           <State Name Department of Health>                    Run Date:  XX/XX/XXXX
                             Establish Vendor Peer Groups                        Run Time: XX:XX:XX XX
                              Month of <March 2006>                       Page:              XXX

Food Instrument Type <FITYPE ID>

                                    Number        Annual      Vendor          ------- Peer Group --------
                           Square   of Cash        WIC       Average Above   Average   Average   Standard
Vendor                     Footage  Registers   Redemptions   Cost    50%      Cost     Price    Deviation

Peer Group: 01 - <SMALL GROUP>                                                 36.24     36.25      0.41
  Market & Meat            5,000        2       $29,966.00    36.72
  Overland Grocer's        5,000        2       $49,306.00    35.96
  Super Foods              4,000        2       $57,877.00    36.06

Peer Group: 02 - <MEDIUM GROUP>                                                35.05     34.99      0.55
  Barnaby's               15,000        6       $64,916.00    34.22
  Davidson's              10,100        3       $64,916.00    35.15
  Emerson's               12,600        4      $150,806.00    35.25
  Marty's Mart            10,000        4       $77,716.00    35.98    Y
  Thrifty                 14,000        5      $256,750.00    34.66

Peer Group: 03 - <LARGE GROUP>                                                 35.53     35.45      0.81
  Max Mart                33,778        8      $131,226.00    34.22    Y
  Sam's                   23,000        6       $42,000.00    35.43
  Super Foods             25,000        5      $179,655.00    35.16
  United Markets          26,000        6      $114,673.00    37.32

          *** End of Listing **
```

19.7.1 Data Elements

This section describes the data elements that will print on the report.

19.7.1.1 Report Title

19.7.1.1.1 Origin of Data Element

The text for the report title will be "Establish Vendor Peer Groups".

19.7.1.1.2 Format

The title will print as a literal value.

19.7.1.2 Month of:

19.7.1.2.1 Origin of Data Element

The user records this value when the report is submitted. This is an accounting month and year.

If the FI Type (food instrument type) was entered on the screen, the "Month of" contains the month and year values selected on the screen.

If food instrument serial number was entered on the screen the food instrument type is taken from the paid food instrument using the serial number so the "Month of" becomes the month and year of the food instrument paid date. The FOODINSTRUMENTTYPE is taken from the FOODINSTRUMENT table for the SerialNo.

19.7.1.2.2 Format

The month of cell value will print in the format

"{Textual Month} CCYY}".

19.7.1.3 Food Instrument Type: (Food Instrument Type ID)

19.7.1.3.1 Origin of Data Element

If the FI Type (food instrument type) was entered on the screen, the user records this value when the report is submitted.

If food instrument serial number was entered on the screen the food instrument type is taken from the paid food instrument using the serial number. The FOODINSTRUMENTTYPE is taken from the FOODINSTRUMENT table for the SerialNo.

19.7.1.3.2 Format

This is a 10-digit value.

19.7.1.4 Peer Group

19.7.1.4.1 Origin of Data Element

The PEERGROUP code is taken from the VENDOR table. The code is used to print the associated peer group DESCRIPTION from the PEERGROUP table.

19.7.1.4.2 Format

This is a 2-character code (e.g., shown as '01') and a 50-character description.

19.7.1.5 Vendor Name

19.7.1.5.1 Origin of Data Element

The VENDORID is taken from the VENDOR table. The VENDORID is used to print the associated vendor TRADENAME from the VENDOR table.

19.7.1.5.2 Format

This is a 50-character description.

19.7.1.6 Square Footage

19.7.1.6.1 Origin of Data Element

The square footage is taken from the SQUAREFOOTAGE column in the VENDOR table.

19.7.1.6.2 Format

This is a 7-digit value.

19.7.1.7 Number of Cash Registers

19.7.1.7.1 Origin of Data Element

The number of cash registers is taken from the CHECKOUTREGISTERS column in the VENDOR table.

19.7.1.7.2 Format

This is a 5-digit value.

19.7.1.8 Annual WIC Redemptions

19.7.1.8.1 Origin of Data Element

The annual WIC redemptions is taken from the ANNUALWICFOODSALES column in the VENDOR table.

19.7.1.8.2 Format

This is an 11-digit value.

19.7.1.9 Vendor Average Cost

19.7.1.9.1 Origin of Data Element

This value is the calculated average of all food instruments redeemed during the reporting month/year having the selected food instrument type for each vendor.

Divide the total paid amount for the food instruments redeemed for a vendor by the count of redeemed food instruments.

- The total food instruments redeemed is count of all food instruments paid in the selected month having the selected food instrument type for the vendor.
- The total food instruments redeemed value is sum of the paid amounts for all food instruments paid in the selected month with the selected food instrument type for the vendor.

Include all paid food instruments from the FOODINSTRUMENT table where the FOODINSTRUMENTTYPE matches the reporting FIType and the PAIDDATE is in the reporting month/year and redeemed by this VENDORID on the FOODINSTRUMENT table.

19.7.1.9.2 Format

This is a 6-digit value.

19.7.1.10 Above 50%

19.7.1.10.1 Origin of Data Element

A "Y" is displayed on the report if the vendor is an above-50-percent vendor. The "Y" is shown if the difference between the sales Annual WIC Food Sales and the Annual Food Sales for the vendor is greater than half the Annual Food Sales.

- Multiply the sales Annual Food Sales by 50% (divide by 2) for each vendor.
- Subtract the sales Annual WIC Food Sales from the Annual Food Sales for each vendor to get the difference.
- If the difference is greater than 50% of the Annual Food Sales then show the "Y".

The Annual Food Sales is taken from the ANNUALFOODSALES column in the VENDOR table.

The Annual WIC Food Sales is taken from the ANNUALWICFOODSALES column in the VENDOR table.

19.7.1.10.2 Format

This is a 1-character value.

19.7.1.11 Peer Group Average Cost

19.7.1.11.1 Origin of Data Element

This value is the calculated average of all food instruments redeemed during the reporting month/year having the selected food instrument type for each Peer Group.

Divide the total paid amount for the food instruments redeemed for a peer group by the count of redeemed food instruments.

- The total food instruments redeemed is count of all food instruments paid in the selected month having the selected food instrument type for the peer group.
- The total food instruments redeemed value is sum of the paid amounts for all food instruments paid in the selected month with the selected food instrument type for the peer group.

Include all paid food instruments from the FOODINSTRUMENT table where the FOODINSTRUMENTTYPE matches the reporting FIType and the PAIDDATE is in the reporting month/year and in this PEERGROUP on the FOODINSTRUMENT table.

19.7.1.11.2 Format

This is a 6-digit value.

19.7.1.12 Peer Group Average Price

19.7.1.12.1 Origin of Data Element

The peer group average price is taken from the AVGPRICE column in the PEERGROUPFOODINSTTYPEPRICEHIST table for the reporting month/year for this peer group.

19.7.1.12.2 Format

This is a 6-digit value.

19.7.1.13 Peer Group Standard Deviation

19.7.1.13.1 Origin of Data Element

The peer group standard deviation is taken from the STANDARDDEVIATION column in the PEERGROUP table for this peer group.

19.7.1.13.2 Format

This is a 5-digit value.

19.7.2 Filter Criteria

19.7.2.1 Base of Data

The report is based on vendors that have redeemed food instruments during the selected month for the selected Food Instrument Type.

Include all paid food instruments from the FOODINSTRUMENT table where the FOODINSTRUMENTTYPE matches the reporting FIType and the PAIDDATE is in the reporting month/year.

19.7.3 Sort Order

19.7.3.1 Peer Group Code

This report will be sorted by Peer Group Code.

19.7.3.2 Vendor Name

This report will be sorted by Vendor Trade Name within Peer Group Code.

19.7.3.3 Vendor ID

This report will be sorted by Vendor ID within Vendor Trade Name.

19.7.4 Control Breaks

19.7.4.1 Peer Group

When the peer group changes, the peer group detail line is printed, which includes the peer group description, average price, standard deviation and the average amount paid per food instrument for the selected food instrument type within the selected reporting month and year for the peer group.

Detail Line Type 01 will print a peer group detail line:

TTX file Detail Line Sort code = 01

19.7.4.2 Vendor ID

When the vendor changes, the vendor detail line within the peer group is printed, which includes the vendor information and the average amount paid per food instrument for the selected food instrument type within the selected reporting month and year for the vendor.

Throughout the year, a vendor may have been placed in more than one peer group and would have redeemed food instruments under the different peer groupings. The average will be calculated for the vendor using all food instruments redeemed for the selected food instrument type and reporting month regardless of the peer group the vendor may have been assigned to at that time. The vendor will display under their assigned peer grouping at the time the report is generated.

Detail Line Type 02 will print a vendor detail line:

TTX file Detail Line Sort code = 02

19.7.5 Grand Total

No grand total has been defined for this report.

19.7.6 Frequency and Distribution

This report can be generated on demand.

19.8 Food Sales Calculator Spreadsheet (Output)

The Generate Food Sales Calculator Spreadsheet is displayed when the user selects the Food Sales Calculator Spreadsheet list item from the Reports display list.

A few excerpts were copied nearly verbatim from Vendor Cost Containment documentation to describe the purpose and use of this spreadsheet:

This EXCEL spreadsheet provides the format necessary to estimate food stamp program eligible food sales using vendor's annual gross sales and to identify above-50-percent vendors. All vendors that are currently active will be included in the spreadsheet. It is expected that this will be used as a worksheet and will need to be adjusted to show only the pertinent vendors and formatted for final printing. The store type legend lines and footnotes will be printed at the end of the worksheet page after all vendor lines are printed.

The system will provide these vendor detail values:

- Vendor Name (column-A)
- Vendor I.D. (column-B)
- Store type (column-C) show legend
- Annual Gross Sales (column-D)
- Amount of WIC Redemptions (column-H)
- Reported Annual Food Sales (column-J)

The calculator will compute an estimated food sales amount (column-F) and the maximum amount of WIC redemptions the vendor can have (column-G) in order to be classified as a regular vendor.

The calculator will compare the amount in column-G to the amount in column-H. If the amount in column-H exceeds that in column-G, then a "Y" will appear in column-I indicating that the vendor is an above-50% vendor.

The food sales calculator will compute the estimated FSP-eligible food sales when the annual gross sales amount is entered in to the calculator. The State agency must settle on the scenario and methodology before completing the form. The State agency must consider the store type.

In scenario 2, the steps to take to identify above 50-percent vendors when a vendor provides a food sales amount that includes items other than FSP eligible foods. The food sales share (column-E) was computed by Economic Research Service Staff, USDA, using retail trade data from the Economic Census, adjusted to exclude foods that are not FSP-eligible. The census is conducted every 5 years.   The estimated food share varies from 94.7% for specialized food stores to 4.8% for pharmacies. State agencies should work with military commissaries to obtain the required food sales data.

In scenario 3, WIC vendors are required to report gross receipts or sales to the Internal Revenue Service on line 1a of various federal tax forms (e.g., Form 1065 (for partnerships); Form 1040, schedule C (for sole proprietorships); Form 1120 (for corporations)). Businesses also report annual gross sales to State tax and revenue agencies, even if the State does not impose sales tax on food. Thus it is reasonable to expect vendors to be able to provide Sate agencies with a documented annual gross sales amount, even if they report that they are unable to provide a distinct food sales amount.

In scenario 4, in rare instances vendors may not have written documentation of a store's annual gross sales amount due to some extraordinary occurrence or circumstance (such as a fire or natural disaster). In such instances, a State agency may allow a vendor to make a written self-declaration of the store's annual gross sales. The self-declaration should be made on a form developed by the State agency. It should include the self-declared gross sales amount, the period to which the gross sales amount applies (e.g., January 1, 2005 to December 31, 2005), the reason why the vendor is unable to provide either the documented food sales or gross sales amount, and the signature of the store owner or authorized representative.
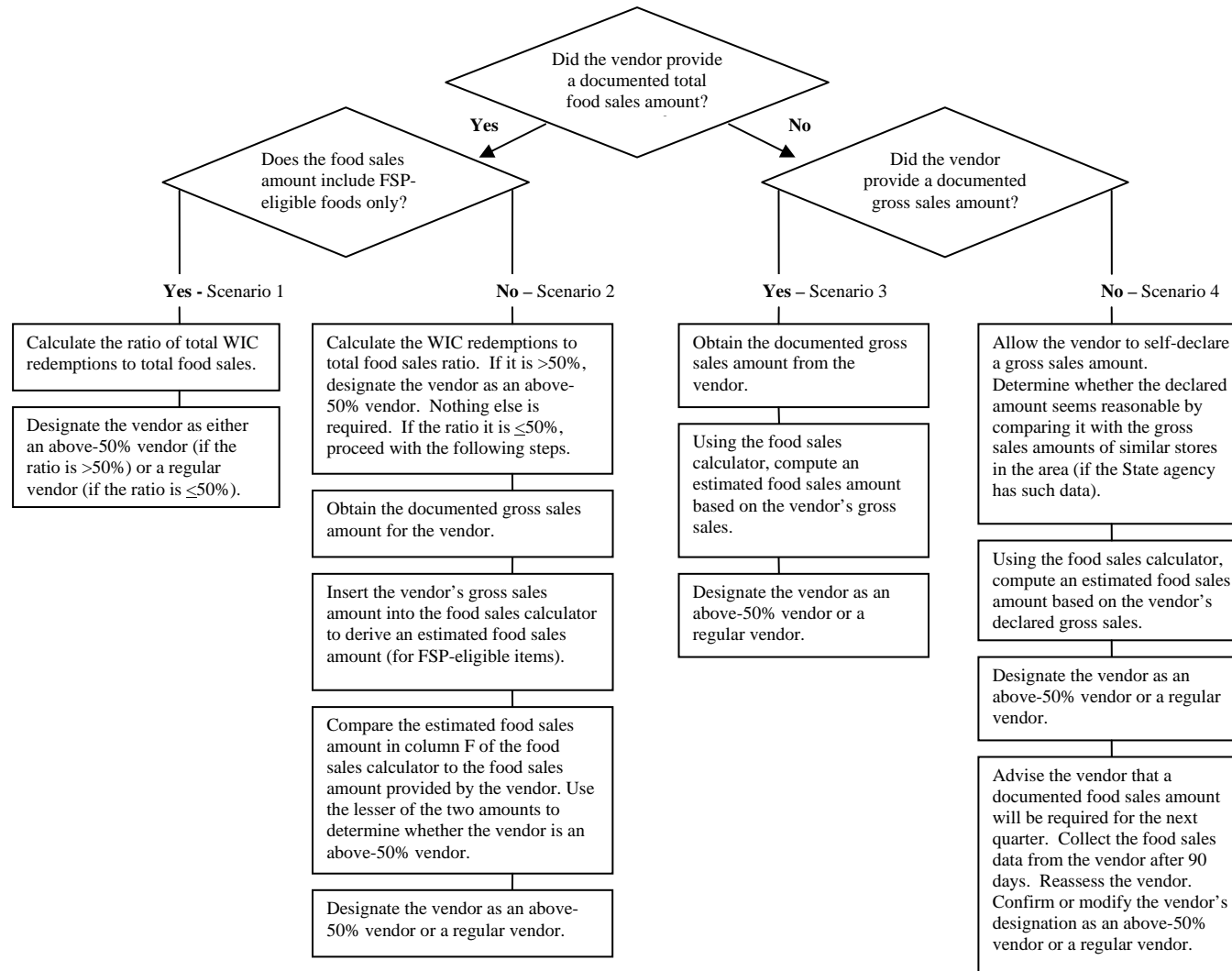
Regular Vendor Food Sales and Maximum WIC Redemptions Calculator

Run Date: 10/15/2006

Vendor Name	Vendor I.D.	Store Type	Annual Gross Sales	Estimated Food Sales Share [1]	Estimated Food Sales [2]	Maximum WIC Redemptions to Meet Regular Vendor Criteria	Actual WIC Redemptions	Above-50% Vendor	Reported Annual Food Sales
BJ's Club Store	5447	6	760,292	36.0	273,705	136,853	77,419	N	298,338.58
Burlington Super Foods	3280	1	289,243	73.2	211,726	105,863	59,916	N	
City Market #426	1962	2	301,776	73.2	220,900	110,450	148,080	Y	240,781.03
Dan's Food Center	5626	5	455,318	94.7	431,186	215,593	102,414	N	
Economart	7438	11	636,087	7.7	48,979	24,489	97,894	Y	53,386.78
Ft Carson Commissary	2181	12	732,019	73.2	535,838	267,919	422,568	Y	584,063.32
Marlow Superstore	3960	7	1,174,302	36.0	422,749	211,374	151,562	N	460,796.10
Nature's Way Supplement Shop	7612	10	179,444	33.2	59,575	29,788	12,993	N	
Nichols Store	5281	2	140,455	73.2	102,813	51,407	33,384	N	112,066.24
Osco Drug Store #5044	5794	9	197,332	4.8	9,472	4,736	3,481	N	10,324.41
Stop-N-Shop	5080	3	78,111	45.1	35,228	17,614	7,430	N	
Thirfty Dollar Store	1446	8	103,680	19.2	19,907	9,953	7,185	N	21,698.15
USAF Academy Commissary	2186	12	209,745	73.2	153,533	76,767	42,804	N	167,351.34
Walgreens #5944	2562	4	91,398	12.3	11,242	5,621	1,316	N	12,253.73
Vendor 1	1111	7	322,144	20.2	65,073	32,537	21,467	N	
Vendor 2	1112	7	123,154	18.8	23,153	11,576	4,513	N	25,236.72
Vendor 3	1113	7	134,577	50.7	68,231	34,115	9,245	N	74,371.29
Vendor 4	1114	7	201,245	62.0	124,772	62,386	58,171	N	
Vendor 5	1115	7	921,472	17.8	164,022	82,011	9,814	N	
Vendor 6	1116	7	632,541	14.2	89,821	44,910	15,780	N	
Vendor 7	1117	7	324,535	12.3	39,918	19,959	10,852	N	43,510.41
Vendor 8	1118	7	215,783	88.4	190,752	95,376	68,157	N	207,919.87
Vendor 9	1119	7	224,534	72.4	162,563	81,281	71,598	N	177,193.25
Vendor 10	1120	2	21,487	41.8	8,982	4,491	4,152	N	9,789.91
Vendor 11	1121	2	24,534	72.4	17,763	8,881	1,570	N	
Vendor 12	1122	2	48,757	41.8	20,380	10,190	8,134	N	22,214.66
Vendor 11	1121	2	24,534	72.4	17,763	8,881	1,570	N	
Vendor 12	1122	2	48,757	41.8	20,380	10,190	8,134	N	22,214.66

Store Type Codes:

1 = supermarket	4 = convenience store (with gas)	7 = supercenter/superstore	10 = health food supplement store
2 = small grocery store	5 = specialized foodstore	8 = dollar store	11 = discount mass-merchandise store
3 = convenience store (w/o gas)	6 = warehouse club store	9 = pharmacy/drug store	12 = military commissary

Footnotes:

1. Source: Economic Census, *Retail Trade*, Industry Series, *Product Lines by Kind of Business* (U.S. Census Bureau).
2. Excludes meals, unpackaged snacks, and other foods generally served for immediate consumption. Excludes alcoholic beverages.

```
                          ╱─────────────────╲
                         ╱  Did the vendor provide ╲
                        ╱   a documented total      ╲
                        ╲   food sales amount?       ╱
                         ╲─────────────────────────╱
          Yes                                        No
   ╱─────────────╲                          ╱─────────────╲
  ╱ Does the food  ╲                       ╱  Did the vendor ╲
 ╱  sales amount    ╲                     ╱  provide a documented╲
 ╲  include FSP-     ╱                    ╲  gross sales amount? ╱
  ╲ eligible foods  ╱                      ╲─────────────────╱
   ╲  only?        ╱
    ╲───────────╱
```

Yes - Scenario 1   **No** – Scenario 2   **Yes** – Scenario 3   **No** – Scenario 4

Scenario 1	Scenario 2	Scenario 3	Scenario 4
Calculate the ratio of total WIC redemptions to total food sales.	Calculate the WIC redemptions to total food sales ratio. If it is >50%, designate the vendor as an above-50% vendor. Nothing else is required. If the ratio it is ≤50%, proceed with the following steps.	Obtain the documented gross sales amount from the vendor.	Allow the vendor to self-declare a gross sales amount. Determine whether the declared amount seems reasonable by comparing it with the gross sales amounts of similar stores in the area (if the State agency has such data).
Designate the vendor as either an above-50% vendor (if the ratio is >50%) or a regular vendor (if the ratio is ≤50%).	Obtain the documented gross sales amount for the vendor.	Using the food sales calculator, compute an estimated food sales amount based on the vendor's gross sales.	Using the food sales calculator, compute an estimated food sales amount based on the vendor's declared gross sales.
	Insert the vendor's gross sales amount into the food sales calculator to derive an estimated food sales amount (for FSP-eligible items).	Designate the vendor as an above-50% vendor or a regular vendor.	Designate the vendor as an above-50% vendor or a regular vendor.
	Compare the estimated food sales amount in column F of the food sales calculator to the food sales amount provided by the vendor. Use the lesser of the two amounts to determine whether the vendor is an above-50% vendor.		Advise the vendor that a documented food sales amount will be required for the next quarter. Collect the food sales data from the vendor after 90 days. Reassess the vendor. Confirm or modify the vendor's designation as an above-50% vendor or a regular vendor.
	Designate the vendor as an above-50% vendor or a regular vendor.		

19.8.1 Data Elements

This section describes the data elements that will print on the spreadsheet.

19.8.1.1 Spreadsheet Title

19.8.1.1.1 Origin of Data Element

The text for the spreadsheet title will be "Food Sales Calculator Spreadsheet".

19.8.1.1.2 Format

The title cell value will print as a literal value.

19.8.1.2 Run Date

19.8.1.2.1 Origin of Data Element

The system date the spreadsheet is generated.

19.8.1.2.2 Format

The date cell value will print in the format MM/DD/YYYY.

19.8.1.3 Vendor Name

19.8.1.3.1 Origin of Data Element

The vendor ID is taken from the Vendor table. The VENDORID is used to print the associated vendor TRADENAME from the VENDOR table.

19.8.1.3.2 Format

This is a 50-character description.

19.8.1.4 Vendor ID

19.8.1.4.1 Origin of Data Element

The VENDORID is taken from the VENDOR table.

19.8.1.4.2 Format

This is a 6-character description.

19.8.1.5 Annual Gross Sales

19.8.1.5.1 Origin of Data Element

The annual gross sales is taken from the ANNUALGROSSSALES column in the VENDOR table.

19.8.1.5.2 Format

This is a 12-digit value. The format is currency.

19.8.1.6 Estimated Food Sales Share

19.8.1.6.1 Origin of Data Element

The value is manually entered. It is computed by the Economic Research Service staff, USDA.

19.8.1.6.2 Format

This is a 5-digit value. The format is percentage.

19.8.1.7 Estimated FSP-Eligible Food Sales

19.8.1.7.1 Origin of Data Element

This value is calculated based on a formula supplied in the spreadsheet.

=D12*(E12/100)

Annual Gross Sales multiplied by (Estimated Food Sales Share percentage divided by 100 to move the decimal)

19.8.1.7.2 Format

This is an 11-digit value. The format is currency.

19.8.1.8 Maximum WIC Redemptions to Meet Regular Vendor Criteria

19.8.1.8.1 Origin of Data Element

This value is calculated based on a formula supplied in the spreadsheet.

=F12*0.5

Estimated Food Sales multiplied by 50% which is the same as

Estimated Food Sales divided by 2

19.8.1.8.2 Format

This is an 11-digit value. The format is currency.

19.8.1.9 Annual WIC Redemptions

19.8.1.9.1 Origin of Data Element

The annual WIC redemptions is taken from the ANNUALWICFOODSALES column in the VENDOR table.

19.8.1.9.2 Format

This is an 11-digit value. The format is currency.

19.8.1.10 Above- 50% Vendor

19.8.1.10.1 Origin of Data Element

This value is calculated based on a formula supplied in the spreadsheet.

=IF(H12<G12,"N","Y")

If Actual WIC Redemptions is less than Maximum WIC Redemptions to Meet Regular Vendor Criteria then place a "N" in the Above- 50% Vendor, otherwise place a "Y" in Above- 50% Vendor.

19.8.1.10.2 Format

This is a 1-character value.

19.8.1.11 Reported Annual Food Sales

19.8.1.11.1 Origin of Data Element

The reported annual food sales is taken from the ANNUALFOODSALES column in the VENDOR table.

19.8.1.11.2 Format

This is a 12-digit value. The format is currency.

19.8.2 Legend and Footnotes

19.8.2.1 Store Type Codes

19.8.2.1.1 Origin of Data Element

The store type code is taken from the STORETYPEID in the STORETYPE table. The STORETYPEID is used to print the associated store type DESCRIPTION from the STORETYPE table.

19.8.2.1.2 Format

This is a 3-digit code value and a 50-character description.

19.8.2.2 Footnotes

19.8.2.2.1 Origin of Data Element

The text for the footnotes will be as follows:

- 1. Source: Economic Census, Retail Trade, Industry Series, Product Lines by Kind of Business (U.S. Census Bureau).

- 2. Excludes meals, unpackaged snacks, and other foods generally served for immediate consumption. Excludes alcoholic beverages.

19.8.2.2.2 Format

The cell values will print as a literal values.

19.8.3 Filter Criteria

19.8.3.1 Base of Data

The report is based on all vendors currently enrolled with an active status, 3= 'enrolled' or 7= 'probation'.

The currently enrolled flag is taken from CURRENTLYENROLLED of the VENDOR table.

The current status is taken from CURRENTSTATUS of the VENDOR table

19.8.4 Sort Order

19.8.4.1 Vendor Name

This report will be sorted by Vendor Trade Name.

19.8.4.2 Vendor ID

This report will be sorted by Vendor ID within Vendor Trade Name.

19.8.5 Control Breaks

19.8.5.1 Vendor ID

A detail line will be printed when the Vendor ID changes.

19.8.5.2 Store Type Codes

The store type legend lines will be printed at the end of the worksheet page after all vendor lines are printed.

19.8.5.3 Footnotes

The footnote lines will be printed at the end of the worksheet page after all store type code lines are printed.

19.8.6 Grand Total

No grand total has been defined for this report.

19.8.7 Frequency and Distribution

This report can be generated on demand.